

DMPO-NCR



**Personnel Administration Center (PAC)
Handbook**

17 October 2016

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CHAPTER 1

1-1 INTRODUCTION

Purpose: This handbook is designed to provide quick reference information on procedures for providing Finance assistance to soldiers through their Unit Personnel Administration Center (PAC).

Applicability: The procedures in this handbook apply to all PACs. It is issued for the purpose of providing information and guidance on Finance related topics to the Unit PAC.

Relationship: This paper should be used in conjunction with the regulatory guidance listed below in paragraph 1-2 as put forth by the Secretary of the Service concerned.

Format: For the purpose of this manual (he) is a non-gender pronoun and represents both male and female alike.

1-2 REFERENCES

Department of Defense Financial Management Regulation (DoDFMR), Volumes 5, 7A, and 9

Department of Defense (DoD) 7000.14-R

Joint Travel Regulation (JTR)

AR 37-104-4, Military Pay and Allowance Procedures, Joint Uniform Military Pay System

AR 600-4, Remission or Cancellation of Indebtedness- Enlisted Members

AR 600-8-10, Leaves and Passes

DA PAM 600-8, Military Personnel Management and Administrative Procedures

MPPM, Military Pay Procedures Manual

<https://dfas4dod.dfas.mil/centers/dfasin/library/milpay.htm> (Cut-off schedules)

<https://www.hrc.army.mil/milper/> (Milper Messages - requires CAC login)

<http://armypubs.army.mil/> (Army regulations and documents online)

<http://www.defensetravel.dod.mil/> (JTR online for Travel, COLA, BAH etc.)

1-3 HOURS OF OPERATION and POINTS OF CONTACT

Ft. Belvoir Hours of Operation

9875 Michie Place
Building 219
Monday-Tuesday 0730-1500
Wednesday 0730-1100
Thursday-Friday 0730-1500

POINTS OF CONTACT:

Director	(703) 805-5318
Deputy Director	(703) 805-3724
Customer Service	(703) 805-3940
CS Supervisor	(703) 805-3872

Ft. Myer Satellite Hours of Operation

106 Custer Rd
Building 202
Ft. Myer, VA 22211
Monday-Tuesday 0730-1130; 1230-1500
Wednesday 0730-1100
Thursday-Friday 0730-1130; 1230 -1500

POINTS OF CONTACT:

Customer Service	(703) 696-3021/3522
CS Supervisor	(703) 696-3125

Pentagon Satellite Hours of Operation

Room 1B849 – Customer Service
Monday-Tuesday 0730-1230; 1300-1500
Thursday-Friday 0730-1230; 1300-1500

Room 1B847 – Disbursing Officer
Monday-Tuesday 0700-1230; 1300-1400
Wednesday 0730-1100
Thursday-Friday 0730-1230; 1300-1400

POINTS OF CONTACT:

Customer Service	(703) 697-2801
DDO	(703) 697-6640

Closed on Federal Holidays and as otherwise posted during times of natural disaster where the installation Commands deems it necessary.

CHAPTER 2

SUBMISSION OF PAY RELATED DOCUMENTS

2-1 GENERAL

- a. The Defense Joint Military Pay System (DJMS) is an Army wide system. The Commander and the Defense Military Pay Officer are jointly responsible for its effective administration. Operational responsibility for maintaining military pay accounts rests with the Defense Finance and Accounting Service (DFAS) and the servicing Finance Office. Personnel Administration Center (PAC) Supervisor play a key role in military pay administration. PAC Supervisors are the technical experts at the unit level providing advice and assistance on all finance related matters. They serve as a link between the unit and the finance office, providing the finance office with source, supporting, and substantiating documents that affect Soldiers pay accounts. Army Regulation 37-104-4, Chapter 1, Paragraph 1-4 gives the specific responsibilities for each Official/ Office involved.
- b. Documents pertaining to pay must be processed in a timely manner by all responsible persons to ensure transactions arrive at DFAS prior to the monthly cut-off dates. Unit commanders and PACs will forward all documents pertaining to pay on a daily basis to ensure timely action on pay entitlements.

2-2 UNIT COMMANDER RESPONSIBILITIES

- a. **General.** The unit commander is the key link in providing the best possible finance service to Soldiers. Following this guide will result in accurate and timely finance service. The unit commander also has numerous other resources available (1SG, Unit Clerk, PAC Supervisor, and the Finance Office).
- b. **Responsibilities**
 - (1) Ensuring all documentation affecting a Soldier's pay is accurately prepared and forwarded daily. In some instances when unit operations prevent a document from being forwarded on a daily basis the unit will have up to three business days to do so; however, duty status changes must be submitted NLT 48 hours from the effective date. Units are scored monthly against the standard of 97% timeliness.
 - (2) Assisting personnel in preparing necessary forms and documents such as DA Form 4187, memorandums required, etc.
 - (3) Resolves pay inquiries at the lowest level possible. Most inquiries can be resolved through examination of the LES or review of the UCFR. Further information is available on UTL as well as various reports

produced and distributed from the Finance Office. Units lose many productive hours by sending Soldiers to finance for every pay related question. The Commander, 1SG, and PAC Supervisor should make every effort to resolve an individual's inquiry or suggest the most effective means of doing so. As a final resort, document the problem on a DA Form 2142 (Pay Inquiry), have the soldier or commander sign, as appropriate, and submit it to the Finance Office.

- (4) Review and certifying monthly Unit Commander's Finance Report (UCFR). Also ensure that entitlement changes have taken effect (e.g. promotions, BAH and BAS) and that each active duty soldier is accounted for on the UCFR.

2-3 S1/ PSNCO RESPONSIBILITIES

a. General

- (1) The S1/PSNCO Supervisor act as liaisons between the Soldier, Unit Commander/PAC and Finance Office. His/Her role is to resolve all finance problems within his/her assigned units. They are the key links in establishing a solid finance network.
- (2) Each Unit should submit a DD 577 to Finance with the name, rank and date of appointment for the unit person designated by the commander to conduct business with the Finance office. Upon termination the DD 577 will have Section IV completed for the outgoing PAC person and a new DD 577 for the new person be furnished to Finance when any changes occur. This also occurs when there is a change of command within the Unit.

b. Pay Inquiries

Pay inquiries that cannot be resolved within the unit will be forwarded to finance on a DA Form 2142 (Pay Inquiry) using a Unit Transmittal Letter (UTL). The procedures here given should be followed at all times.

- (1) The Supervisor will strive to answer all pay inquiries. They should ensure that PAC personnel are familiar with the LES. A large percentage of pay inquiries can be answered through logical explanation of the LES. Finance personnel are available to give classes on LES interpretation if needed.
- (2) If it is determined that further inquiry is needed through the Finance then a Pay Inquiry is properly prepared, the Soldier (E7 and above), or Commander (E6 and below) will sign in block 6 directly and forward the inquiry to Finance via UTL.

- (a) Soldiers in a No-Pay-Due status or with emergency pay situation will hand-carry their Pay Inquiry to the Finance Office for immediate assistance.
- (3) Each PSNCO will establish a follow up system to track and ensure that the inquiry has been answered by Finance and a copy is returned within three business days of receipt. This does not necessarily mean that the soldier's problem has been fully resolved but that Finance has satisfactorily answered the inquiry and making input to correct any discrepancies as needed so that the soldier's next regular pay will properly reflect the change. **NOTE:** *Cases referred to central site at DFAS via the Case Management System (CMS) may, on rare occasions, take up to 20 days to resolve.*

2-4 INDIVIDUAL SOLDIER RESPONSIBILITIES

a. General. It is each Soldier's responsibility to review and retain their Leave and Earnings Statement (LES) monthly, and report any discrepancies through the chain of command immediately.

b. Responsibilities

- (1) Soldiers should initiate desired pay changes (pay options, allotments, etc.) through their PAC as soon as possible. The sooner the changes are submitted; the sooner Finance can make input to update the Soldier's pay account.
- (2) Notify the PAC for completion of documents immediately upon a change of marital status, dependency, occupancy of quarters or any other changes that might affect entitlements.
- (3) All pay changes should be submitted to the PAC as follows:
 - (a) Submit entitlement changes within 24 hours of the effective date of change.
 - (b) Allotment stops should be submitted prior to end-of-month cut-off during the desire month of stop.
 - (c) Allotment starts and changes should be submitted prior to mid-month cut-off during the month that the desired start/change action is required.

2-5 UNIT TRANSMITTAL LETTERS (UTL)

- a. Unit Transmittal Letters (UTL): The UTL provides the PAC with a means of controlling and monitoring documents submitted to the Finance Office. The PAC will ensure that all UTLs are properly prepared and turned in to Finance by 1100 hours daily. Documents should never be batched. Reservist, Bonus, Debt Letters and Travel Documents should be placed on separate UTLs since they require unique processing. (See Figure 2A)
 - (1) The UTL will contain the unit's Input Source Code (ISC) in the upper right corner.
 - (2) The UTL will show the Input Source Code (ISC) and the date in the upper right-hand corner.
 - (3) Along with the UTL, the Supervisor will include the excel spreadsheet or other document which lists all documents being submitted on that UTL. (See Figure 2B)
 - (4) The unit commander or his /her designated representative will sign the UTL. (Must be on a DD577 Signature Card)

Supervisors will ensure that all pay related documents initiated in the PAC are forwarded to the Finance Office within 24 hours of the effective date of the action. Again, in some instances when unit operations prevent a document from being forwarded on a daily basis the unit will have up to three business days to do so; however, duty status changes **must** be submitted NLT 48 hours from the effective date. Units are scored monthly against the standard of 97% timeliness.

DEPARTMENT OF THE ARMY
YOUR UNIT NAME
FT. Belvoir, VA 22060

(OFFICE SYMBOL)

Input Source Code _____

Today's date: _____

MEMORANDUM FOR Defense Military Pay Office, National Capital Region Ft.
Belvoir, VA, 22060

SUBJECT: Transmittal of Pay and Other Documents

1. Forwarded here are documents which support changes to the pay and allowances of Soldier(s) identified on the reverse side (and continuation thereof).
2. POC is SFC Doe, 531-1111

_____ENCLS

YOUR NAME
SFC, USA
JI/S1 Supervisor

FROM: DMPO, PROCESSING SECTION

FOR COMMANDER, _____
UNIT

1. The WRNMMC DMPO has received the items listed on the reverse side of this UTL for processing. Annotations are made for any documents not accepted.
2. The point of contact for this action is Processing Supervisor at 703-805-xxxx.

_____ENCLS

FOR:
NAME

Title

FIGURE 2A

UNIT TRANSMITTAL LETTER

INPUT SOURCE CODE: _____ UTL # (MM/##) _____

Use a 2 digit month number and a 3 digit sequence # (if this is your first submission for that month it should be 001 and follow in order throughout the month and start over with 001 on the next month).

PAC MAIL.MIL Email Address*1: _____@mail.mil

PRIVACY ACT DATA

PURPOSE: To be used on all documents containing personal information.

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these documents(s) directly to the intended recipient. DO NOT drop off with third-party. The enclosed documents(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s). In accordance with DoD Directive 5400.11, DEPARTMENT OF DEFENSE PRIVACY PROGRAM, MAY 8, 2007.)

#	LAST NAME	LAST 4	DA 2142	DA 31	DD 2558	IN/OUT PROCESSIN G	TRAVE L PACKET	ADVANC E PAYMENT	OTHER	REMARKS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

TOTAL # OF ENCLOSURES: _____ DATE: _____ LAST UTL SUBMITTED: _____

FIGURE 2B

CHAPTER 3

UNIT REPORTS

3-1 GENERAL

The Defense Joint Military Pay System (DJMS) offers many outstanding tools for use in monitoring the pay of your Soldiers. Under DJMS, many controls within the Finance Office have been replaced. The unit PAC now has the ability to monitor the documents submitted on a UTL for coding via the Daily Record of Transactions (DROT) and Leave Transaction Report. A key report is the Unit Commanders Finance Report (UCFR) and it provides a one line summary of entitlement pay related information for each soldier of a particular unit. The ETS Report provides a one line summary for each soldier who is recorded in the finance system as separating within 90 days of the date the report is printed. The LES is a computer produced monthly statement of account for each soldier. The LES shows all entitlements earned, collections made, and payments made during the period covered by the statement. In addition, the LES provides the soldier with a complete record of transactions that affected his/her leave account for the period of the statement and serves as the official leave record.

3-2 REPORTS

- a. **Leave and Earnings Statement.** (See **Figure 3A**) LES's are available on the My Pay website each month upon notification of availability. It is each Soldier's responsibility to review and retain their Leave and Earnings Statement (LES) monthly, and report any discrepancies through the chain of command immediately.
- b. **WEB Unit Commander's Finance Report (UCFR).** The UCFR is a tool for commanders to use for verifying pay, allowances, entitlements, leave balances, etc. This tool requires commanders to register to obtain access and visibility for their units. Other than electronic, the process is the same as the traditional UCFR with one exception. If discrepancies are identified during the reconciliation process, only documents pertaining to the affected account should be submitted to the DMPO for processing; the entire UCFR does not have to be returned. (See **Figure 3B**)

You must log into Adobe LiveCycle Workspace ES4
<https://livecyclepriv.dfas.mil/workspace>.

Visit these links for the updated eTutorials on MilSuite:

UCFR: Self-Registration:

<https://www.milsuite.mil/video/watch/newvideo/7955>

Learn how to register for access to the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

UCFR: Accesses: <https://www.milsuite.mil/video/watch/newvideo/7959>

Learn the different types of accesses and how to grant/deny access in the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

UCFR: Modify Personal Information:

<https://www.milsuite.mil/video/watch/newvideo/7951>

Learn how to modify your personal information within the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

UCFR: Creating the UCFR:

<https://www.milsuite.mil/video/watch/newvideo/7950>

Learn to create the new Unit Commander Finance Report (UCFR) from the Defense Finance and Accounting Service (DFAS)

UCFR: Reset Feature: <https://www.milsuite.mil/video/watch/newvideo/7952>

Learn how to use the new reset feature in the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

UCFR: Review, Correct, & certify:

<https://www.milsuite.mil/video/watch/newvideo/8165>

Learn how to review, make corrections, and certify the UCFR from the Unit Commander and Army Reviewer roles within the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

UCFR: Reports: <https://www.milsuite.mil/video/watch/newvideo/7953>

Learn about the three different types of reports available within the new Unit Commander Finance Report (UCFR) application from the Defense Finance and Accounting Service (DFAS)

c. **Entitlement Report.**

There are certain entitlements that must be verified on an annual basis per memorandum by Army Military Pay Operations. Reviews will be conducted as follows:

January- Basic Allowance for Housing/FLPB

February- Family Subsistence Supplemental Allowance/FLPB

March- Overseas Housing and Cost of Living Allowance/FLPB

April- Family Separation Allowance/FLPB

May- Hazardous Duty Pay/FLPB

June- Special Duty Assignment Pay/FLPB

July- Hardship Duty Pay (L/M)/FLPB

August- Basic Allowance for Subsistence (Meal Deduction)/FLPB

The Entitlement Report will be handed out monthly. Units are required to return the Entitlement Report to finance prior to the 10th of the next month. The PSNCO will ensure the following:

1. Verify corrections made to the Entitlements for the month are correct.
 2. Submit supporting documentation to any corrections made on the Entitlement Report. If a correction is found submit supporting documentation immediately (S1/J1 does not have to wait for the Entitlement Report to submit changes to a soldier's account). If corrections are submitted at the same time as the Entitlement Report is turned in to Finance, annotations and documentation are required.
 3. The unit commanders verify and sign on the signature page following the Entitlement Report: ***"I certify that I have reviewed the Military Pay Entitlements of the members on this Entitlements and Allowance Report and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge this information is correct or has been corrected on this report."***
 4. Maintain a copy of the Entitlement Report for your records.
- d. ETS Report. The ETS Report will be handed out monthly. Units are required to return the ETS Report to finance prior to the 10th of the next month. The J1/S1 Supervisor- will ensure the following:
1. Verify corrections made to the EST for the month are correct.
 2. Submit supporting documentation to any corrections made on the ETS Report. If a correction is found submit supporting documentation immediately (S1/J1 does not have to wait for the ETS Report to submit changes to a soldier's account). If corrections are submitted at the same time as the ETS Report is turned in to Finance, annotations and documentation are required.
 3. The unit commanders verify and sign on the signature page following the ETS Report: ***"I certify that I have reviewed the ETS Listing of the members separating or retiring. To the best of my knowledge this information is correct or has been corrected on this report."***
 4. Maintain a copy of the Entitlement Report for your records.
- e. **Daily Record of Transactions (DROT).** (See Figure 3C) The DROT is generated anytime a soldier in your unit has a pay transaction processed to DFAS. Every document coded with your unit's Input Source Code (ISC) will reflect on the report. By comparing your UTLs with the DROT, you can ensure all documents are processed. If you do not receive a DROT or transactions are not processed within 10 business days of turn-in date on the UTL, notify the Military Pay Supervisor immediately. If the transaction shows as a reject on the DROT then you should monitor the next 3 business

day DROT's to ensure that the action processed. If the action still has not processed then contact the Military Pay Supervisor for assistance. Figure 3E has a list of the different Format Identifiers used by the DROT report (this list is not all encompassing).

- a. **Leave Transaction Input Report (See Figure 3D).** This report provides a list of all leave transaction in sequence number by ISC. The Leave Report is generated anytime a DA Form 31 (Leave Request Form) is processed. Units should use this report to ensure correct leave information has been entered on assigned soldiers Master Military Pay Accounts (MMPA), and to update the Unit Leave Control Log. If it has been more than 30 days since the soldier has signed in from leave, and the Soldier's account has not been charged, notify the Military Pay Supervisor immediately.

Leave and Earnings Statement

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																	
ID	NAME (LAST, FIRST, MI) BANN BECCA	SOC. SEC. NO. *****1111	GRADE O4	PAY DATE 020425	YRS SVC 10	ETS 888888	BRANCH ARMY	ADSN/DCSN 4848	PERIOD COVERED 1-30 APR 12								
ENTITLEMENTS		DEDUCTIONS			ALLOTMENTS			SUMMARY									
	TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	+AMT FWD .00										
A	BASE PAY	6089.94	FEDERAL TAXES	1222.36			+TOT ENT 10,089.56										
B	BAS	239.96	FICA-SOC SECURITY	266.78													
C	BAH	2592.00	FICAMEDICARE	89.30			-TOT DED 1,317.52										
D	BRD CRT PHYS/DENT	208.33	SGLI TAXES	24.46													
E	VSP PHYS	958.33	TSP	548.09			-TOT ALMT .00										
F			MED-MONTH-PAY	3947.81			+NET AMT 3,999.22										
G							-CR FWD .00										
H							+BOM PAY 3,999.22										
I							DIEMG 980720 RET PLAN 980720										
J																	
K																	
L																	
M																	
N																	
O																	
TOTAL		10,089.56		1,317.52		.00											
LEAVE	EF BAL 55.0	EPND 17.5	USED 8	CR BAL 64.5	ETS BAL .0	LV LGST .0	LV PAID .0	USE LGSE 2.0	FED TAXES 6708.51	WAGE YTD 26609.79	MS S	EX 01	ADD'L TAX .00	TAX YTD 4833.37			
FICA TAXES	WAGE PERIOD 6089.94	SOC WAGE YTD 24113.34	SOC TAX YTD 1012.77	MED WAGE YTD 24113.34	MED TAX YTD 349.63	STATE TAXES 6708.51	ST AZ	WAGE PERIOD 6708.51	WAGE YTD 26609.79	MS N	EX 01	TAX YTD .00					
PAY DATA	BAO TYPE SINGLE	BAO DEPN	VHA ZIP 20307	RENT AMT .00	SHARE 1	STAT R	JFTR 0	DEPN 0	20 JFTR	BAO TYPE OFFICER	CHARITY YTD .00	TPC	PACIDN RWR07T21				
Thrift Savings Plan (TSP)	BASE PAY RATE 3%	BASE PAY CURRENT	SPBC PAY RATE 0%	SPBC PAY CURRENT	INC PAY RATE 0%	INC PAY CURRENT	BONUS PAY RATE 0%	BONUS PAY CURRENT									
		TSP YTD DEDUCTIONS 2170.19		DEFERRED 2170.19		EXEMPT .00											
REMARKS: YTD ENTITLE 40107.82 YTD DEDUCT 8473.96																	
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-APRIL 2012 TRICARE DENTAL PROGRAM PREMIUMS DECREASE WITH METLIFE. FIND NEW PREMIUM RATES, ENROLLMENT AND CUST SVC INFO AT WWW.TRICARE.MIL/DENTAL OR 1-855-MET-TOP1 (1-855-638-6371).</p> <p>-IMMINENT DANGER PAY (IDP) CHANGED TO DAILY RATE OF \$7.50 A DAY FOR DAYS PER MONTH ACTUALLY IN THE DESIGNATED AREA. DFAS SENT A SMARTDOC NOTING THE CHANGE. DIDNT RECEIVE?</p>							<p>UPDATE YOUR EMAIL ADDRESS IN MYPAY. INFO AT WWW.DFAS.MIL.</p> <p>-REQUEST YOUR BALLOT FOR THE PRESIDENTIAL PRIMARIES. GO TO WWW.FVAP.GOV. VOTE!</p> <p>-DFAS IS NOW ON FACEBOOK AT WWW.FACEBOOK.COM/DEFENSEFINANCEANDACCOUNTINGSERVICE.</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>LONGEVITY UPDATED 120424(114)</p> <p>BAH BASED ON W/O DEP, ZIP 20307</p> <p>BANK USAA FEDERAL SAVINGS BANK</p>										

www.dfas.mil

DFAS Form 702, Feb 04

FIGURE 3A

Unit Commander's Finance Report

THIS REPORT IS SUBJECT TO THE PRIVACY ACT OF 1974

RUN DATE: 22 MAY 99

UNIT COMMANDERS FINANCE REPORT
FOR THE MONTH ENDING: 31 MAY 99

PCN: UH099C630

PAGE: 1

UNIT: DEFENSE MILITARY PAY OFFICE

UIC: ADBDRIAA

DSSN: 4840

GR	NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STATUS	OHA	COLA
E4			1874.02		W/D	SR	V	CHEK	13.0							
E4			421.87EM	715.44	QTR	SR	V	CHEK	49.0					SUSP		
E4			1054.52	102.00	REB	SR		CHEK	16.5							
E4			1669.98		W/D	SR	V	CHEK	7.0							
E6			1643.83	487.51	DIF	SR	V	SAVE	27.5		3840.72					
E6			1923.68EM	440.11	W/D	SR	V	CHEK	56.0							
E4			1925.53		W/D	SR	V	CHEK								
E4			1172.29	62.00	REB	SR		CHEK	1.5							
E5			EM		W/D	SR	V	CHEK	8.0					SUSP		
E4			1741.65		W/D	SR	V	CHEK	38.5							
E6			1287.17	1036.15	W/D	SR	V	CHEK	42.0							
E4			732.89	646.42	REB	SR		CHEK	26.5							
E4			1004.14	162.50	REB	SR		SAVE	15.5							
E6			2403.30	156.29	W/D	SR	V	CHEK	28.5				11 JUL 99			
E5			1955.36	86.72	QTR	SR		CHEK	37.5							
W2			2408.92EM	444.50	W/D	YES	V	CHEK	20.5							
E4			1757.83		W/O	SR	V	CHEK	22.0							
E8			2590.99	302.26	W/D	SR	V	CHEK	14.5							
E5			1328.50	52.00	REB			CHEK	12.0				13 JUN 99			
E5			2358.10	230.00	W/D	SR	V	CHEK	48.0							
E4			966.50	474.00	REB	SR		CHEK	23.0							
E5			1924.52	1.00	W/D	SR	V	CHEK	22.5		179.70					
E6			2511.89EM	40.80	W/D	SR	V	CHEK	80.0				28 MAY 99			
E5			2498.60		W/D	SR	V	CHEK	27.5							
E6			1551.53	1000.00	W/D	SR	V	CHEK	43.5							
E7			2659.39	5.00	W/O	SR	V	CHEK	29.0							
E7			2858.45	4.00	W/D	SR	V	SAVE	46.5							
E6			2568.53	3.00	W/D	SR	V	SAVE	16.0							
E6			2348.89	150.00	W/D	SR	V	CHEK	36.5							

LEGEND

GR - BASIC PAY GRADE
NAME - 1ST NINE OF NAME
SSAN - SOCIAL SECURITY ACCOUNT NUMBER
NET PAY - MONTHLY NET PAY; EM = MBR PAID END OF MONTH ONLY
ALMTS - TOTAL OF MONTHLY ALLOTMENTS
BAQ - W/D = WITH DEP; W/O = WITHOUT DEP; REB = PARTIAL REBATE;
QTR = FAMILY TYPE HOUSING; DIF = BAQ DIFFERENTIAL
BAS - SR = SEPARATE RATIONS; RNA = RATIONS-IN-KIND NOT AVAILABLE; EMG = RATIONS UNDER EMERGENCY CONDITIONS;
YES = OFFICER OR WARRANT OFFICER
VHA - V = VARIABLE HOUSING ALLOWANCE OFFSET; D = DUAL VARIABLE HOUSING ALLOWANCE; I = INTERIM VARIABLE HOUSING ALLOWANCE COLA (MAY HAVE MORE THAN ONE)
PAY-OPT - CHEK = CHECKING ACCOUNT; SAVE = SAVINGS ACCOUNT OF A FINANCIAL INSTITUTION; ADDR = LOCAL ADDRESS

LV BAL - LEAVE BALANCE AT END OF MONTH
C/M ART 15 - COLLECTION FOR COURTS MARTIAL OR ARTICLE 15
BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT END OF MONTH
INCEN PAY - YES = MBR RECEIVING INCENTIVE PAY
ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW 4 MONTHS PRIOR TO ETS
STATUS - MBR DUTY STATUS, IF OTHER THAN DUTY. FILD = FIELD DUTY; SUSP = SUSPENDED STATUS; AWOL = ABSENT W/O LEAVE; CONF = CONFINEMENT; DEST = DESERTED
OHA - OVERSEAS HOUSING ALLOWANCE. WD# = WITH DEP AND NUMBER SHARING RENT; W/O = WITHOUT DEP
COLA - COST OF LIVING ALLOWANCE. W/O = WITHOUT DEP; B/C BARRACK COLA; WD# = WITH DEP AND THE NUMBER OF DEP FOR WHICH COLA IS AUTHORIZED

THIS REPORT IS SUBJECT TO THE PRIVACY ACT OF 1974

FIGURE 3B

DATE: 120120

PAGE: 7

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Daily Register of Transactions (DROT)

ADSN 4848: Update No. 01-14
Process Date : 2012-01-19

Status	SSAN	Name	Trans	UTC	Update	Proc Date	Err Code	SvcSta	Cycle	Seq	Variable Data
PROC			SB03	RD	01-14	20120118		4848	Y7	00016	123456789 12345678

Daily Record of Transactions (DROT)

FIGURE 3C

UNIT LEAVE REPORT

DATE: 110510

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Leave Transaction

ADSN 4848: Update
Process Date : 20

Status	SSAN	Name	Tran	ISC	Update	Receipt Date	Days Late	Proc Date	Days Late	Start
PROC	██████	ALTER	SB03	RU	05-11	20110509	0	20110509	0	11050
PROC	██████	BEASL	SB03	RU	05-11	20110509	9	20110509	10	11032
PROC	██████	PELLA	SB03	RU	05-11	20110509	192	20110509	193	10090
PROC	██████	TETRA	SB03	RU	05-11	20110509	19	20110509	20	11031

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Leave Transactions Report

ADSN 4848: Update No. 05-11
Process Date : 2011-05-10

Proc Date	Days Late	Start	Stop	Type	Days	Leave Area	LV	Control #	Err Code	SvcSta	Cycle	Seq
110509	0	110502	110506	A	5	1		RU11453		4848	F1	00001
110509	10	110325	110331	A	7	1		RU11378		4848	Y1	00003
110509	193	100901	100929	A	29	1		RU11527		4848	Y1	00001
110509	20	110311	110321	A	11	1		RU11503		4848	Y1	00002

Figure 3D

AB	BONDS	FL	TAXABLE WAGES CZTE	SP	DESERTER
AD	DEPENDENCY ALLOTMENTS	HG	PAY HELD GARNISHMENT	02	FOREIGN LANG PROFICIENCY PAY (FLPP)
AI	COMMERCIAL INSURANCE	LG	PACIDN/UIC LOC/CMD IDENTIFY	14	HARDSHIP DUTY PAY - L
AS	SAVINGS ALLOTMENT	LH	BANK DESIG./ CHANGE PYMNT OPT	23	HOSTILE FIRE/ IMMINENT DANGER PAY
DQ	OVER PAYMENT OF MIL. PAY/ALLOW.	MD	GRADE	24	MEDICAL PAY
DS	MISC DEBT	SB	LEAVE	30	SPECIAL DUTY ASSIGNMENT PAY
E5	SEPARATION FINAL	SG	PCS ARRIVAL	35	BASIC ALLOWANCE FOR QUARTERS
E6	RE-ENLISTMENT	SH	PCS DEPARTURE	68	BASIC ALLOWANCE FOR HOUSING
FJ	FEDERAL WITHHOLDINGS	SJ	AWOL		
FK	STATE WITHHOLDINGS	SK	CONFINEMENT		
ACTION INDICATORS					
01	START	02	STOP	03	REPORT
04	CHANGE	05	CORRECT	06	CANCEL
07	INCREASE	08	DECREASE	18	SUSPENCE
20	RESUME	21	REMIT		

Figure 3E

CHAPTER 4

ALLOWANCES

4-1 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

a. General

- (1) Effective 1 January 2004, all soldiers will receive BAS except during basic training, however, meal deduction will be collected on soldiers in grades E1 – E5 who have use of a meal card. **Under no circumstances will a soldier be authorized the use of a meal card and be paid full BAS at the same time.**
- (2) Upon arrival at the Permanent Duty Station (PDS), soldiers in the grade of E-6 or above will be authorized full separate rations automatically during in-processing.
- (3) For soldiers E1 – E5 residing with family, unit PAC must submit a unit memo stating that soldier is residing with family, and this office will use the memo to stop meal deduction (authorize Separate Ration). This should be accomplished as soon as possible after the soldier is married or his/her family arrives at PDS.
- (4) For all single soldiers E1 – E5, living in the barracks, and married soldiers E1 – E5 not residing with family, Separate Rations must be approved by the first field grade officer in the chain of command. Living off of the installation does not automatically entitle a soldier to Separate Ration. The justification for Separate Ration must meet one of the following requirements:
 - (a) Duty Hour Requirement
 - (b) Dietary Restrictions
 - (c) Religious Affiliation
- (5) Soldiers on leave, in a PCS status or on TDY (when specified-no mess available) are entitled to full BAS regardless of previous BAS entitlements.

b. Procedures

- (1) The approving authority must submit a DA Form 4187 (**Figure 4A**) to initiate full BAS (for soldiers E1 – E5 not in possession of a meal card) to the Finance Office on a UTL. This document must contain information to identify the soldier and his unit and specify the effective date of entitlement, certify that the soldier does not have a meal card, and provide appropriate justification in the remarks section.
- (2) **BAS is not retroactive more than 30 days.** In other words, if a soldier was entitled to BAS 6 months ago, and now is turning the paperwork in for the first time, the start date of the BAS will not be more than 30 days prior to the date of DA 4187. The “Verbal Order of the Commanding

Officer” or VOCO date may be used. However, the DA 4187 to start BAS must be submitted to finance within 30 days of the VOCO date. In addition, the commander must sign the DA 4187 on the same date as the VOCO date in order for the BAS to start on that date. If the VOCO date is longer than 30 days old, payment will be made at the discretion of the Finance Office after investigating the circumstances surrounding the late submission.

- (3) Full BAS previously granted will never be stopped when the soldier is no longer entitled. Instead, the Unit Commander must submit a DA Form 4187 to start meal deductions for soldiers who have been issued a meal card. **See Figure 4B**

- c. **Effects of Field Duty on BAS:** BAS for all Soldiers not having meal deductions collected from the pay will be suspended for the duration of a field training exercise. To report field training exercises, submit a DA 4187 to finance within 5 working days after return from the field. If more than 5 Soldiers, only one DA 4187 is required with an attached alpha roster for those Soldiers that were in the field. **See Figure 4C.**

4-2 BASIC ALLOWANCE FOR HOUSING (BAH)

- a. **General.** BAH provides members a monthly allowance for housing. This allowance is authorized for members with or without dependents. BAH consists of BAH-I (zip code based); BAH-II (Table Rate); BAH-DIFF (used for Soldiers paying child support under certain rules); and Partial BAH (for Soldiers living in the barracks). **See Figure 4D.**
 - (1) All Soldiers are entitled to either BAH or to occupy government quarters. Soldiers assigned to single-type government quarters (barracks) are entitled to partial BAH. Assignment to family type government quarters terminates all BAH. All other Soldiers are entitled to BAH at the with/without dependent rate.
 - (2) E-6 and above are allowed to live off post and draw BAH at their own discretion. If they do not opt to live off post, but live in the BOQ or BEQ, and are single, they are entitled to receive Partial BAH for their grade. Under certain circumstances, they would be allowed to draw BAH for their dependents when living in BOQ or BEQ and are not accompanied by their dependents.
 - (3) E-5 and below without dependents that reside off-post due to non-availability of adequate government quarters are entitled to BAH at the without dependent rate with the approval of the commander.
 - (4) BAH is not payable to Soldiers residing in adequate government quarters for their grade or rank.

- (5) Advance on BAH is authorized by the commander. This advance may be authorized to pay 1st month rent and security deposits in order to occupy quarters off- post. The advance may be prorated over a period not to exceed 12 months. Advances will not exceed 3 months BAH. BAH Advance requires a DA 4187, in the remarks it must have an itemized list of amounts and state the Service Member is requesting a BAH advance. Enclosed in the packet will include a lease, or 'letter of intent', and if applicable a Receipt, or Memorandum from the Utility Office stating the amount of the Utility Security Deposit.
 - (6) BAH may be paid on behalf of secondary dependents (such as parents, children between the ages of 21-23 if full time college student, or children residing with them due to Ward-of-the-Court) when the Soldier provides more than 50% of the support for that dependent. An application must be submitted (DD Form 137) and DFAS must approve the request. Once approved, the Soldier will receive BAH under normal provisions for dependents. Dependency status must be recertified annually. **See Figure 4E.**
 - (7) BAH Recertification is required upon PCS arrival if there has been no change to the soldier's BAH status. If BAH recertification is not submitted during in-processing, BAH will stop.
- b. **BAH-I.** The determination of the BAH-I rate is based upon the duty location of the Soldier, pay grade and dependency status. An adjustment in the rates of BAH-I as a result of the Secretary of the Service concerned re-determination of housing costs in a Military Housing Area takes effect on January 1 of every year to ensure that BAH rates are competitive with local housing rates in the area.
- (1) Procedures
 - (a) Start BAH: A DA Form 5960 (**See Figure 4D**) must be submitted to start BAH. The PAC must ensure that the Soldier has all the appropriate documentation (i.e., Marriage Certificate, Birth Certificate, Statement of Non-Availability, etc.).
 - (b) Stop BAH: If Soldiers moved into government quarters, the Soldier must ensure that a Quarters Assignment Order is submitted by the Housing Office or Unit as necessary to stop the entitlement and prevent over-payment.
 - (c) Change BAH: A DA Form 5960 must be submitted to change BAH along with any supporting documentation surrounding the change (a copy of divorce decree or a copy of the marriage certificate, etc.)
 - (2) Effective Dates
 - (a) Start BAH: the day you move out of government quarters or acquires dependent.

- (b) Stop BAH: the day prior to you moving into government quarters or no longer has a dependent.
- c. **BAH-II.** This is the table rate BAH which is utilized to pay members during a PCS move from overseas or in-transit period during accession training.
- d. **Partial BAH.** Partial BAH is authorized if a single soldier is assigned to barracks. If a soldier is paying child support and receiving BAH-DIFF, Partial BAH is not authorized.
- e. **PC-BAH.** During PCS in-transit period, single soldiers are authorized PC-BAH. The one-time payment of PC-BAH should be reflected on next LES at the new duty station. If PC-BAH does not appear on the next LES, a written pay inquiry should be initiated at the unit.
- f. **BAH-DIFF.** This is generally authorized for Soldiers paying child support under certain conditions as outlined in DoDFMR 7A.
- (1) BAH-DIFF will be paid to a service-member that has proof of parentage and proof of support. Court orders to pay support must also be provided when applicable. Proof of parentage is a birth certificate with the member name cited is required. Proof of support can be established in the following cases:
 - Allotment (preferred method)
 - Garnishment from pay
 - Original notarized letter from the legal guardian of the child with amount paid and date payment started.
 - Divorce Decree (if applicable)
 - (2) The burden of proof lies with the service-member receiving BAH-DIFF. In other words, BAH-DIFF will not be started unless proof of payment and parentage is established prior to finance inputting the entitlement for the Soldier. Also, BAH-Diff will be stopped when there is no longer proof of support. It will be up to the service-member to provide proof of support to reestablish the entitlement.
 - (3) BAH-DIFF will not be paid when the service-member remarries and moves into family type government quarters.
 - (4) BAH-DIFF will be started with a DA Form 5960 and with proof of parentage and proof of support.
 - (5) The child support payment must be above the BAH-DIFF rate. Promotions and pay increases affect the rate. If either occurs, the Soldier is responsible for increasing the level of support. Failure to do so will result in the stoppage of BAH-DIFF.
 - (6) If a soldier paying child support is authorized to reside off post, then the soldier is authorized BAH with dependent rate based on the soldier's duty location.

4-3 FAMILY SEPARATION ALLOWANCE (FSA)

- a. FSA is authorized to compensate a soldier for added expenses incurred because of forced separation from his/her dependents to include soldier married to soldier. There are two types of FSA: FSA Type-I and FSA Type-II.

b. FSA-I

- (1) Compensates soldiers for extra housing expenses incurred while the soldier is forced to maintain two separate households. This occurs when transportation of dependents to the soldier's duty station or near that station is not authorized at government expense; the dependents do not live at or near the permanent duty station and adequate government quarters or housing facilities are not assigned to the Soldier.
- (2) The amount of the monthly entitlement is equivalent to the BAH without dependents rate for the Soldier's rank.
- (3) Example of FSA-I: A soldier with dependents PCS to Korea on a restricted tour (unaccompanied) leaving dependents in US. When the soldier arrives in Korea, the unit authorizes him to reside off post. In this situation, the soldier will be authorized BAH with dependent rate for his dependents in US and FSA-I (Dual OHA at the single rate) based on the duty location.

c. FSA-II

- (1) To compensate soldiers for added expenses incurred because of forced separation from their dependents due to PCS or TDY. There are two ways to subcategorize FSA Type-II: R for PCS and T for TDY.
- (2) FSA-R: The Soldier who is directed to serve a dependent restricted tour or whose dependents are not authorized to move to the soldier's duty location is entitled to FSA-R (e.g., Korea and AIT student soldiers). A soldier's dependents may not visit at or near the soldier's permanent duty station for more than three continuous months.
- (3) FSA-T: The soldier must be TDY for more than 30 consecutive days before becoming eligible for FSA-T. The soldier's dependents may not visit at or near the soldier's temporary duty station for 30 or more consecutive days. The day the soldier departed his permanent duty station as well as the day the soldier returns to his duty station are counted part of the 30-day requirement, however, FSA entitlements stops one day before arrival at home provided no leave is taken en-route.
- (4) FSA-R Dual: Effective October 1, 2008, FSA is payable to both married members when they reside together with their child(ren) immediately before being simultaneously assigned to duty assignments prescribed in subparagraphs 270103.A.1 through 3. The dual allowance shall continue until one of the members is no longer assigned to one of those duty

assignments. The other member shall continue to receive the allowance until no longer assigned to one of those duty assignments.

- d. The rate of payment is \$8.33 per day or \$250.00 per month.
- e. A child in the legal custody of someone else is not considered as a dependent for FSA purpose. A dependent child is an unmarried child(ren) of the member who is in legal custody of the member.
 - (1) Legal custody includes a circumstance in which the member has been awarded joint physical and legal custody of a dependent child(ren) as a result of a court ordered custody agreement or finalized divorce decree, which provides that the child(ren) physically reside with the member on an equal basis (no less than 14 days during a month) as compared to the time the child(ren) reside(s) with the spouse, and the member's actual physical custody of the child(ren) is precluded due to an enforced family separation described under paragraph 270103. Such a custody arrangement must be stipulated in the signed court order or divorce decree, subject to the verification by DMPO.
 - (2) If a soldier is not married and receiving BAH for child (not spouse), then submission of a Claim Statement for FSA is required for the verification of custody of child.
- f. Procedures.
 - (1) FSA-R: PAC must submit a DD Form 1561 (Statement to Substantiate Payment of FSA). **See Figure 4E.**
 - (2) FSA-T: PAC must submit a DD Form 1561 which has been certified by commander's signature in order to receive entitlement for this specific FSA entitlement. **See Figure 4E.**
 - (3) All requests for FSA entitlement must be submitted via UTL to Finance in accordance with UTL submission procedures.
 - (4) To stop FSA, submit a DD 1561, DD 1351-2 and TDY or PCS order.

4-4 TEMPORARY LODGING EXPENSE/ALLOWANCE

a. General

- (1) Temporary Lodging Expense (TLE) is authorized to partially offset the added expenses incurred within the Continental United States (CONUS) by soldiers and their dependents. TLE is authorized when it is necessary for the soldier and/or dependents to occupy temporary lodging incident to a permanent change of station (PCS). Temporary Lodging Allowance (TLA) is for OCONUS. TLE is for CONUS.
- (2) Temporary lodgings for which TLE is authorized must, in fact, be a temporary place of residence. Lodging occupied upon initial arrival at a new PDS location which are permanent type residence quarters into which a member moves his or her household goods and continues occupancy indefinitely will not be considered temporary lodging for TLE.

- (3) TLE is payable for temporary lodging occupied by the soldier and his/her dependents before departure from old permanent duty station (PDS), and after reporting to the new PDS when per diem is not otherwise payable.
- (4) A member ordered on PCS from outside CONUS to a station in CONUS, or between stations in CONUS will be entitled to up to 10 days TLE as follows:
 - (a) A total of 10 days in connection with a PCS between CONUS duty stations; (For example, 5 days in the vicinity of the old and 5 days in the vicinity of the new PDS, or ten days in the vicinity of either the old or new PDS, but not both).
 - (b) 10 days in connection with a PCS from a PDS outside CONUS to Fort Polk.
 - (c) 5 days in connection with a PCS from Fort Polk to a PDS outside CONUS.

b. Procedures

- (1) Normally a TLE claim is completed during the Finance Travel in-processing briefing when the soldier is in possession of all required documents. See (2) below for required documents.
- (2) If the soldier has already been in-processed, the claim will be submitted with the following documents to their PAC:
 - (a) One copy of PCS orders (front and back side of orders)
 - (b) One copy of Original lodging receipt
 - (c) Complete the Claim for TLE (**See Figure 4F**).
 - (d) All documents are submitted on a UTL from the PAC.
 - (e) Once all documents are received and verified, they are sent to the DMPO Travel Section on a UTL to be forwarded to DFAS-IN Consolidated Travel Section for payment.
 - (f) On an average, TLE settlements take 2 to 3 weeks to be processed.

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9357.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
As Required	WRNMMC 8901 Wisconsin Ave Bethesda, MD 20889	Unit Name /Address
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Doe, John	E-4	123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Ex/only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Oversea Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment/Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Ex/only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Ex/only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify) Stop Meal Deduction
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. STOP MEAL DEDUCTIONS EFFECTIVE : 10 October 2008. 2. VOCO DATE CONFIRMED: 10 October 2008		
SECTION V - CERTIFICATION/ APPROVAL/ DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187 JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

AFD PE: v1.0285

FIGURE 4A

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9357.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
As Required	WRNMMC 8901 Wisconsin Ave Bethesda, MD 20889	Unit Name /Address
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Doe, John	E-4	123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____		
effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Ex/only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Oversea Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment/Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Ex/only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Ex/only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify) Start Meal Deduction
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>1. START MEAL DEDUCTIONS EFFECTIVE : 10 October 2008.</p> <p>2. VOCO DATE CONFIRMED: 10 October 2008</p>		
SECTION V - CERTIFICATION/ APPROVAL/ DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

AFD PE v1.0285

FIGURE 4B

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9357.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
As Required	WRNMMC 8901 Wisconsin Ave Bethesda, MD 20889	Unit Name /Address
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Doe, John	E-4	123-45-6789
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____		
effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Ex only) <input type="checkbox"/> ROTC or Reserve Component Duty <input type="checkbox"/> Volunteering For Overseas Service <input type="checkbox"/> Ranger Training <input type="checkbox"/> Reassignment Extreme Family Problems <input type="checkbox"/> Exchange Reassignment (Ex only) <input type="checkbox"/> Airborne Training	<input type="checkbox"/> Special Forces Training/Assignment <input type="checkbox"/> On-the-Job Training (Ex only) <input type="checkbox"/> Retesting in Army Personnel Tests <input type="checkbox"/> Reassignment Married Army Couples <input type="checkbox"/> Reclassification <input type="checkbox"/> Officer Candidate School <input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input type="checkbox"/> Identification Card <input type="checkbox"/> Identification Tags <input type="checkbox"/> Separate Rations <input type="checkbox"/> Leave - Excess/Advance/Outside CONUS <input type="checkbox"/> Change of Name/SSN/DOB <input checked="" type="checkbox"/> Other (Specify) <div style="border: 1px solid black; padding: 2px; display: inline-block;">COLLECTBAS</div>
9. SIGNATURE OF SOLDIER (When required)	 <small>Click to Sign</small>	10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>1. SOLDIER WAS ON FIELD DUTY 10-20 OCTOBER 2008.</p> <p>2. COLLECTBAS FOR PERIOD STATED IN 1 ABOVE.</p> <p>3. VOCO DATE CONFIRMED: 10-20 October 2008</p>		
SECTION V - CERTIFICATION/ APPROVAL/ DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)
	 <small>Click to Sign</small>	

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

AFD PE v1.0008

FIGURE 4C

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) <small>For use of this form, see AR 37-104-4; the proponent agency is ASA (FM)</small>				PRIVACY ACT STATEMENT													
1. NAME (Last, First, MI) 2. SOCIAL SECURITY NUMBER 3. GRADE 4. TYPE OF ACTION <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> START</td> <td><input type="checkbox"/> CANCEL</td> <td><input type="checkbox"/> CHANGE</td> <td><input type="checkbox"/> REPORT</td> </tr> <tr> <td><input type="checkbox"/> CORRECT</td> <td><input type="checkbox"/> STOP</td> <td colspan="2"><input type="checkbox"/> RECERTIFICATION</td> </tr> </table>				<input type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT	<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION		AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397. PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA). ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations; to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification. DISCLOSURE IS VOLUNTARY: Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN.					
<input type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT														
<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION															
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)				6. DATE/ACTION (YYYYMMDD)		7. BAQ TYPE <table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/> WITH DEPENDENTS</td> <td><input type="checkbox"/> PARTIAL</td> </tr> <tr> <td><input type="checkbox"/> WITHOUT DEPENDENTS</td> <td></td> </tr> </table>		<input type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> WITHOUT DEPENDENTS							
<input type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL																
<input type="checkbox"/> WITHOUT DEPENDENTS																	
8. MARITAL/DEPENDENCY STATUS <table style="width: 100%;"> <tr> <td><input type="checkbox"/> a. SINGLE</td> <td><input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small></td> <td><input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small></td> </tr> <tr> <td><input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small></td> <td colspan="2"><input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small></td> </tr> </table>				<input type="checkbox"/> a. SINGLE	<input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small>		9. QUARTERS ASSIGNMENT/AVAILABILITY <table style="width: 100%;"> <tr> <td><input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small></td> <td><input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small></td> </tr> <tr> <td><input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small></td> <td><input type="checkbox"/> d. NOT AVAILABLE</td> </tr> </table>				<input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small>	<input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small>	<input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small>	<input type="checkbox"/> d. NOT AVAILABLE
<input type="checkbox"/> a. SINGLE	<input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small>															
<input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small>																
<input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small>	<input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small>																
<input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small>	<input type="checkbox"/> d. NOT AVAILABLE																
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO.		(2) FAIR RENTAL VALUE \$									
(4) Child in Custody of: <input type="checkbox"/> Member <input type="checkbox"/> Spouse <input type="checkbox"/> Former Spouse <input type="checkbox"/> Other				(3) FROM: TO:		(4) <input type="checkbox"/> MEMBER ELECTION <input type="checkbox"/> COMMANDER DETERMINATION <small>(Member in grade E7 and above) (Attached)</small>											
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				(6) If child support received from another military member, complete (1), (2) & (3).													
10. DEPENDENTS/SHARERS (Continue on back if required)																	
NAME OF DEPENDENT/SHARER			COMPLETE CURRENT ADDRESS (Include ZIP Code)			RELATIONSHIP		DOB OF CHILDREN									
11. CERTIFICATION OF DEPENDENT SUPPORT																	
<input type="checkbox"/> I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.																	
<input type="checkbox"/> IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period																	
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON																	
My permanent duty station:			My dependent's location:			Both my permanent duty station and dependent's location.											
a. Monthly Expenses:			Member		Dependent		b. Sharer/Lease Information		c. Address Information								
(1) Mortgage (PITI) or Rent							(1) Rental/Residential Address:		(1) Landlord's Name and Address:								
(2) Insurance							(2) Effective Date:		(3) Expiration Date:								
(3) Other							(2) Landlord's Phone No.										
TOTALS							(4) Number of Sharers (show name(s) and address in block 10.)										
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.																	
13. MEMBER'S SIGNATURE					14. DATE		15. CERTIFYING OFFICER'S SIGNATURE			16. DATE							

DA FORM 5960, SEP 1990

REPLACES DA FORM 3298, JUL 80 AND DA FORM 5545, JUL 86 WHICH ARE OBSOLETE

APD PE v2.04ES

FIGURE 4D

DD Form 137-7 can be obtained through the link listed below. The packets vary and must be completed prior to submitting for further processing to DFAS.

Dependency Statement – Parent:

<http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2136.html>

Dependency Statement – Child Born out of Wedlock under 21:

<http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2384.html>

Dependency Statement – Incapacitated Child over age 21:

<http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2385.html>

Dependency Statement – Full time student 21-22 years of age:

<http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2386.html>

Dependency Statement – Ward of the Court:

<http://www.dtic.mil/whs/directives/forms/forminfo/forminfopage2387.html>

Information on sending packets to DFAS and a copy of the DFAS Military Pay Secondary Dependency Guide can be found at the following link:

http://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Army.html

FormFlow/Adobe Professional 7.0

CLAIM FOR TEMPORARY LODGING EXPENSE										
PRIVACY ACT STATEMENT										
Authority: 5 U.S.C. 301, Departmental Regulations, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol 9, Joint Federal Travel Regulation (JFTR) Vol 1, Chapter 5, Part H, and E. O. 9397 (SSN).										
Purpose: To substantiate and evaluate the amount claimed for Temporary Lodging Expenses.										
Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' set forth at the beginning of the DFAS compilation of systems of records notices apply.										
Disclosure: Voluntary, however, failure to provide the requested information may result in a delay or suspension of your claim(s) for reimbursement.										
1. RANK	2. LAST NAME	3. FIRST NAME	4. SSN	5. PHONE NUMBER						
6. STREET ADDRESS		7. CITY	8. STATE	9. ZIP						
10. CURRENT UNIT ASSIGNMENT				11. PHONE NUMBER						
12. MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> DUAL MILITARY			13. IF MILITARY, SPOUSE'S SSN		14. SPOUSE'S CURRENT DUTY STATION					
15. DID YOU STAY IN OFF-POST LODGING? <input type="checkbox"/> YES <input type="checkbox"/> NO		16. STATEMENT OF NON-AVAILABILITY #		(Without an SNA# from housing you are only authorized reimbursement for the on-post rate)						
SECTION I - LIST DEPENDENTS YOU ARE CLAIMING TLE FOR:										
ADD ROW	17. NAME		18. RELATIONSHIP		19. DATE OF MARRIAGE		20. DATE OF BIRTH			
REMOVE ROW										
REMOVE ROW										
21. DATE HHG PICKED UP		22. DATE HHG DELIVERED		23. DID YOU DO A DITY MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO		24. IF YES, WHAT DATE?				
SECTION II - LODGING INFORMATION										
PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM.										
IF YOU NEED MORE DAYS PUSH THE ADD ROW BUTTON BELOW.										
ADD ROW	25. FROM DATE	26. TO DATE	27. NO. OF DAYS	28. LOCATION OF LODGING CITY STATE		29. MEALS ONLY/PER DIEM	30. DAILY LODGING COSTS	31. NUMBER OF PERSONS CLAIMED SM OVER 12 UNDER 12		
REMOVE ROW						<input type="checkbox"/> YES <input type="checkbox"/> NO				
REMOVE ROW						<input type="checkbox"/> YES <input type="checkbox"/> NO				
32. DATE TERMINATED QUARTERS (IF APPLICABLE)					33. DATE ASSIGNED QUARTERS (IF APPLICABLE)					
34. DEPARTURE DATE FROM OLD DUTY STATION					35. ARRIVAL DATE AT NEW DUTY STATION					
I hereby certify that I was required to obtain temporary lodging for the days noted above:										
36. DATE OF SIGNATURE		37. PRINTED NAME			38. SIGNATURE					
THIS DEPOSIT WILL BE MADE ELECTRONICALLY TO YOUR PAYROLL DIRECT DEPOSIT ACCOUNT.										
39. DATE OF SIGNATURE		40. TIME	41. PRINTED NAME OF FINANCE CLERK			42. SIGNATURE OF FINANCE CLERK				
43. COMMENTS										

FIGURE 4F

CHAPTER 5

INCENTIVE AND SPECIAL PAY

5-1 HAZARDOUS DUTY INCENTIVE PAY FOR FLYING DUTY

a. General

Soldiers under competent orders to participate in regular and frequent aerial flights as crew or non-crew members, and who otherwise meet the requirements, are entitled to flying pay for that duty. Officers who are qualified for aviation service are not entitled to crew or non-crew member incentive pay, but may be entitled to aviation career incentive pay. **(See paragraph 5-2)**

b. Crew Members

- (1) Crewmembers are defined as those soldiers whose duties are essential to operating the aircraft in flight or for completing the specific mission of the aircraft that can only be accomplished during aerial flight.
- (3) The Hazardous Duty Incentive Pay (HDIP) rate for crewmembers is based on grade.
- (4) Competent orders will, upon request, be published by the Personnel Service Center and submitted to the Finance Office on a UTL.
- (5) Termination orders must be published upon suspension, termination of duty, or PCS and will be submitted to the Finance Office on a UTL.

c. Non-crew Members

- (1) Non-crew members are defined as soldiers who have duties directly related to the in-flight mission of the aircraft that cannot be performed by the assigned crew members.
- (2) The monthly HDIP rate for non-crew members is \$150.00
- (3) Competent orders will, upon unit request, be published by the Personnel Service Center and submitted to the Finance Office on a UTL
- (4) Termination orders must be published upon suspension, termination of duty, or PCS and will be submitted to the Finance Office on a UTL.

d. Flight requirements

- (1) Personnel authorized HDIP must meet minimum flight requirements IAW AR 600-106 in order to maintain entitlement. Basically, during each calendar month, soldiers must perform four-hour of aerial flight duty. However, if a Soldier fails to meet this four-hour minimum in any one month, flight hours, which have not been used to qualify for pay over the

proceeding five months, may be used to meet this four-hour requirement. EXAMPLE: SGT Jones performed only three hours of flight duty during the month of August. A review of flight records indicates that flight hours over the past five months have been: March=5 hrs, April=6 hrs, May=3 hrs, June=3 hrs and July=4 hrs. SGT Jones does qualify for August since one additional hour from March may be applied to May, one excess hour from April may be applied to June, and the remaining excess hour may be applied to August.

- (2) When the four-hour minimum cannot be met by using the previous months, the soldier may qualify by performing a total of eight flight hours in two consecutive months or a total of twelve hours in three consecutive months.
- (3) Flight Pay will continue as long as the soldier continues to meet the performance requirements.
- (4) When a soldier fails to meet the performance requirements, the unit must notify the Finance Office. A memorandum lists the names and social security numbers of the soldiers who did not meet the required flight requirement for a certain period of time. The memorandum will be submitted on a UTL.

5-2 AVIATION CAREER INCENTIVE PAY

a. General

- (1) An officer qualified for aviation service (except a flight surgeon or medical officer) is entitled to continuous Aviation Career Incentive Pay (ACIP), starting when the officer entered flight training leading to the original rating or when appointed as officer, whichever is later. Normally, the entitlement continues until the officer completes twelve years of aviation service; however, ACIP may continue for up to 25 years if the officer meets the operational flying duty requirements.
- (2) Performance review gates are established for the 12th and 18th years of aviation service. If the officer is found qualified, DA orders will be issued by PERSCOM to continue the entitlement. These orders will be sent by PERSCOM directly to the Defense Finance and Accounting Service – Indianapolis (DFAS-IN). No input from the field office is required.
- (3) An officer qualified for aviation service who is not entitled to continuous ACIP, flight surgeons, and other medical officers are entitled to monthly ACIP if they are performing operational flying under competent orders, and meet the minimum flight requirement.

b. Flight Requirement

- (1) An officer must normally complete four hours of aerial flight in a calendar month. However, if an officer does not fly four hours in any month, hours flown during the last five preceding months which have not already been used to qualify for ACIP may be applied to meet this four-hour requirement.
- (2) When the four-hour minimum cannot be met by using the previous months, the officer may qualify by performing a total of eight flight hours in two consecutive months or a total of twelve hours in three consecutive months.
- (3) Rates paid for ACIP vary depending upon grade and years of aviation service.

c. Procedures

- (1) Continuous ACIP: The only action required by units is to review the Unit Commander's Report (UCFR) to ensure proper entitlements are being received.
- (2) Monthly ACIP: If an officer fails to meet the monthly flying requirements, the unit must submit a memorandum stating the officer's name, social security number, and the months effected via a UTL to the Finance Office.

5-3 DEMOLITION PAY

a. General

- (1) A Soldier entitled to basic pay, who is required by competent orders to perform duty involving the demolition of explosives, as prescribed by Military Service regulations, as a primary duty (including training for that duty), is entitled to demolition incentive pay.
- (2) Demolition incentive pay is payable for any full month, or is prorated for any portion of a calendar month during which a member under competent orders performs demolition duty by use of live explosives.

b. Duty involving Demolition of Explosives:

- (1) Demolition duty is duty performed by members who engage in the following activities under competent orders and as a primary duty assignment:
 - (a) Demolish by the use of explosive objects, obstacles, or other explosives, or recover and render harmless, by disarming or demolition, explosives that have failed to function as intended or which have become a potential hazard.
 - (b) Participate as students or instructors in instructional training, including that in the field or fleet, for duties described in paragraph (1) above, provided that live explosives are used in such training.

- (c) Participate in proficiency training, including that in the field or fleet, for maintenance of skill in the duties described in paragraph (1) above, provided that live explosives are used in such training; or
- (d) Experiment with or develop tools, equipment, or procedures for the demolition and rendering harmless of explosives, provided that live explosives are used.

c. Procedures

- (1) Competent orders will, upon request by authorized approving authority, be published by Personnel Service Center and submitted to Finance on a UTL.
- (2) Termination of demolition duty incentive pay is automatic upon a soldier departing the command or PCSing.
- (3) Local commanders are responsible for ensuring that the finance officer is informed when a soldier fails to perform the monthly demolition duty required for entitlement to the incentive pay.

5-4 PARACHUTE (JUMP) PAY

a. General

Qualified members are those who have received a designation as a parachutist or parachute rigger, or are undergoing training for such designations; that are required by competent orders to engage in parachute jumping from an aircraft in aerial flight, and who meet the minimum performance requirements.

b. Jump Requirements

- (1) Qualifying jumps for entitlement to parachute pay shall be performed during a period of duty requiring parachute jumping as established by competent orders.
- (2) Parachute jumps performed under the following circumstances do not qualify a member for entitlement to parachute pay:
 - (a) Parachute jumps performed by any soldier while on leave or during PCS or TDY/TAD status not requiring parachute jumping as an essential part of the duty.
 - (b) Parachute jumps performed by a member of a Reserve Component while on ADT that does not require parachute jumping as an essential part of the duty.

c. Procedures

- (1) Competent orders will, upon request by authorized approving authority, be published by the Personnel Service Center and submitted to the Finance Office on a UTL.
- (2) Jump Pay will continue until orders are received to terminate jump status or upon PCS.

- (3) The Finance Office must be notified by memorandum of the soldiers who did not meet the requirements for Jump pay for any month.

5-5 FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB)

a. General

FLPB is paid to an officer or enlisted member that has been certified by the Secretary of the Military Service concerned within the past 12 months to be proficient in a foreign language, and who meets one of the following conditions, may be paid foreign language proficiency pay:

- (1) Be qualified in a career military linguist specialty (career linguist).
- (2) Have received training under regulations prescribed by the Secretary of the Military Department concerned designated to develop such proficiency.
- (3) Be assigned to military duties requiring such proficiency.
- (4) Be proficient in a foreign language for which the Secretary of the Military Service concerned has identified a critical need.

b. Amount of Payment

- (1) The monthly rate shall not exceed \$500 per month for a single language, or \$1,000 per month for any combination of languages.
- (2) FLPB is an item of pay subject to federal withholding tax, but not subject to FICA.

c. Annual Certification

- (1) The Secretary of the Military Service has designated that members must recertify annually to ensure that they meet the required level of proficiency for the foreign language skills that they receive pay for.
- (2) If a soldier is assigned OCONUS where testing facility is not available, the soldier's commander can recertify the soldier's current proficiency on DA 4187. The commander's recertification statement is in the AR 11-6, and the exact statement must be stated on the DA 4187. Using the DA 4187 in lieu of DA 330, order issuing authority will issue FLPB order.

d. Dominant Languages

- (1) There are 6 dominant languages and they are French, German, Spanish, Russian, Italian, and Portuguese. In order for a soldier to be authorized FLPB for a dominant language, at least one of the following conditions must be met:
 - (a) The dominant language is the soldier's Control Language (CLANG).

- (b) The soldier is assigned to a language billeted position that requires the dominant language.
 - (c) The soldier is an instructor or a student at the DLI.
- (2) CLANG - The order issuing authority must contact the soldier's career branch manager to verify CLANG before issuing FLPB order.
- (3) Billeted Position - The unit must verify it on the unit AAA 160 or strength report to ensure that the soldier is assigned to a language billeted position.
- (4) The soldier's DA330 and FLPB order must indicate the soldier's MOS and CLANG, or order must show that the soldier is assigned to a language billeted position.
- e. Monthly Verification Requirement
 - (1) FLPB payments must be verified by unit commander monthly.
 - (2) DMPO will send units a list of all soldiers receiving FLPB monthly with a 7 day suspense date.
 - (3) Upon receipt of the listing, commander or designated personnel must certify that the soldiers on the list are still authorized FLPB.
 - (4) If a soldier on the list is no longer authorized FLPB, annotate a stop date and reason for the termination of FLPB.
 - (5) FLPB will be terminated if the certification is not received by the suspense date.

5-6 HARDSHIP DUTY (SAVE) PAY

a. General

Hardship Duty Pay (HDP), formerly Foreign Duty Pay, is payable to members performing duty designated by the Secretary of Defense as hardship duty. Eligible members will receive HDP when performing specific missions or when assigned to designated locations.

- (1) Hardship Duty Pay for Mission Assignment (HDP-M) is payable to member, both officer and enlisted, for performing designated hardship missions.
- (2) Hardship Duty Pay for Location (HDP-L) is payable to both officer and enlisted members for either permanent change of station duty or temporary / deployed /attached duty of over 30 days duration in specified locations.

b. Amount of Payment

- (1) Mission Assignment Rates. Hardship Duty Pay-M is payable to all members at the rate of \$150.00 per month regardless of pay grade.

- (2) Location Assignment Rates. Hardship Duty Pay-L is payable to all members, regardless of pay grade, will be determined by the location and the status of that location. The current rates are \$50.00, \$100.00, or \$150.00 per month depending on the location.

5-7 HOSTILE FIRE / IMMINENT DANGER PAY

a. General

A member may be paid the entire monthly amount of special pay for duty served in a hostile fire or imminent danger area (hereinafter referred to as Hostile Fire Pay / Imminent Danger Pay (HFP/IDP)) as follows, for any month during any part of which the member is entitled to Basic Pay.

- (1) Hostile Fire Pay (HFP). This entitlement is payable when, as certified by the appropriate commander, a member is:

- (a) Subjected to hostile fire or explosion of a hostile mine, or
- (b) On duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other Service members subjected to hostile fire or explosion of hostile mines, or
- (c) Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

- (2) Imminent Danger Pay (IDP). This entitlement is payable when a member is on official duty in a designated IDP area.

b. Payment

HFP or IDP is in addition to all other pays or allowances. HFP is payable in the full amount of \$225.00/month, without proration for partial months. IDP, however, is now paid at a daily rate of \$7.50.

c. Procedure

- (1) To start HFP/IDP, submit a unit memo and the TDY order to start HFP after the soldier is “boots on the ground”. The unit must verify that the soldier is in country before submitting the documents. If a soldier is on TDY for short period of time (less than 2 weeks), the unit may wait till the soldier return to claim onetime HFP payment.
- (2) To claim for onetime payment after the soldier returns, submit a DA 4187 with a copy of a paid travel voucher or DTS printouts showing the travel itinerary.
- (3) To stop HFP/IDP, submit a DA 4187 with a copy of a paid travel voucher or DTS printouts showing the travel itinerary. See paragraph, 11-1b of this handbook for more detailed information.
- (4) Under certain circumstances, a unit memo with all the required information can substitute travel voucher or DTS printouts. Must be signed by the commander.

CHAPTER 6

MISCELLANEOUS PAYMENTS

6-1 LOCAL PAYMENTS

a. General

- (1) A local payment (Casual or Partial Pay) is an advance of funds, normally pending credit of an entitlement.
- (2) The maximum local payment that may be paid will be the lesser of:
 - (a) The amount requested.
 - (b) The amount of accrued pay and allowances to date of payment.
 - (c) An amount that would assure a sufficient balance at the end of the month to satisfy all allotments and other collections.
- (3) Normally, entitlements accrued but not paid during the prior pay period will reflect on the next LES. Under certain circumstances, if the entitlement is not credited on the next LES the soldier's commander may request a local payment of the amount due once Finance makes input to update the soldier's MMPA with the entitlement. Payments are reviewed by the Finance Office and are subject to approval on a case by case basis. These procedures also apply to non-receipt of payments and erroneous collections.

b. Policy Provisions

- (1) Local payments are authorized when a soldier is due an entitlement but it is not yet reflected on his/her LES and will credit on the next available direct deposit.
- (2) Health and Comfort payments are emergency payments, which may be made to Soldiers in a No Pay Due status. Normally single soldiers receive \$50.00 and soldiers with family members receive \$100.00. These payments will result in a one time collection of the amount paid from the soldier's next scheduled pay regardless of the reason for the No Pay Due.
- (3) Examples of conditions which do not warrant a local payment are as follows:
 - (a) Payment of commercial bills.
 - (b) Ordinary leaves and passes.
 - (c) Normal household living expenses.
- (4) Collections of Casual Payments will result in reduction of the soldier's next scheduled pay. The soldier should be advised that a Local Payment will be automatically collected in full from the next scheduled paycheck. Consequently, the soldier should expect and be prepared to receive less than the usual pay with no additional payments authorized.

c. Payment Procedures.

- (1) When authorized, a local payment will be requested on a DA Form 2142 (Pay Inquiry) signed by the soldier's commander or authorized designee. The DA Form 2142 (**Figure 10A**) will be submitted to the Finance, Customer Services Section, for processing. The payment will be sent by electronic fund transfer to the soldier's current direct deposit account.

6-2 ADVANCE BASE PAY

a. General

- (1) The purpose of an Advance Pay (AP) is to give funds to a soldier to cover extraordinary expenses incident to a government-ordered relocation. AR 37-104-4, Chapter 15 governs these types of payments. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day Military living. These expenses normally precede or exceed reimbursements due a soldier for a change of duty locations.
- (2) An AP shall not be authorized for the specific out-of-pocket expenses covered by advances of other allowances and entitlements, such as travel allowances and per diem, dislocation allowance (DLA), and BAH.
- (3) The approving official has a responsibility to counsel the soldier on the purpose of an AP and to ensure that there is a definite need for the AP.
- (4) The Finance Officer (FO) has the responsibility to ensure that the provisions of the law are strictly observed. The FO is not required to make payment merely on the justification and evidence presented by the soldier. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. The FO must use good judgment as to written justification, and evidence on which payment is made, since payment is made at the financial risk of the FO.

b. Policies and Procedures

- (1) APs will not normally be paid earlier than 30 days prior to the departure date from the old duty station and more than 60 days after arrival at the gaining station. The 30 days may be extended, not to exceed, 90 days prior to departure from old duty station. The 60 days may be extended, not to exceed, 180 days arrival to new PDS, only when justification is presented.
- (2) In special cases, when the normal 30/60-day limit is exceeded, the unit commander must provide a memorandum to justify the extenuating circumstances of that soldier.
- (3) Single soldiers must have itemized expenses for all AP.
- (4) Soldiers in grade of E1 - E3 are authorized only 1 month AP and must have approval by their commander and provide a written justification to receive an AP. The soldier must submit a DA Form 2560 with a copy of their current PCS orders to Finance to request for AP.

- (5) Soldiers in the grade of E-4 and above do not require their commanders' approval to receive an AP of 1 month; however, they must complete and submit a DA Form 2560 with a copy of their current PCS orders. **See Figure 6A.**
- (6) A soldier may be paid a maximum 3 months AP (calculated by using Basic Pay less deduction), however, no soldier will be authorized over 2 months AP in one payment.
- (7) All soldiers regardless of grade must have the commander's approval when more than 1 month AP is requested. Full justification must be given on the DA Form 2560 prior to a soldier receiving an amount in excess of 1 month's Basic Pay less deductions. The soldier must itemize unit prices to justify the purpose of the money. The DA Form 2560 must be signed by an LTC or above. The justification will be reviewed and approved by the Finance Office.
- (8) Collection of the advance pay will normally be prorated for a 12-month period. Under certain circumstances an AP can be prorated for more than 12 months not to exceed 24-months when warranted. Full justification must be given on the DA Form 2560 and it must be signed by an LTC or above.
- (9) Payments for approved APs will be made within 7-10 days of the request through EFT to the soldier's bank account.

Note: Soldiers need to see Finance at the In/Out Processing section no earlier than 30 days prior to departure and no later than 180 days after arrival to submit their request for an AP.

FIGURE 6A

ADVANCE PAY CERTIFICATION / AUTHORIZATION			
<u>Privacy Act Statement</u>			
AUTHORITY:		37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).	
PRINCIPAL PURPOSES:		To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.	
ROUTINE USES:		Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.	
DISCLOSURE:		Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.	
PART I. REQUEST			
1. NAME (Last, First, Middle Initial) DOE, JOHN J.		2. SOCIAL SECURITY NO. 123-45-6789	
		3. GRADE E4	
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	
<input checked="" type="checkbox"/> a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)		<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)	
<input type="checkbox"/> b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount) \$		<input type="checkbox"/> b. 13 - 24 MONTHS (Parts II and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)	
		<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS	
		<input type="checkbox"/> b. 31-90 DAYS BEFORE MY PCS (Parts II and V must be completed.)	
		<input type="checkbox"/> c. 61-180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)	
PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)			
7. EXPENSE		8. AMOUNT	
a. NO CERT. REQUIRED ON FIRST		\$	
b. ADVANCE PAY		\$	
c.		\$	
d.		\$	
e.		\$	
f.		\$	
9. TOTAL		\$	
10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).			
PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK (Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)			
11. NO. OF DEPENDENTS 2		12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)	
PART IV. MEMBER CERTIFICATION			
Penalty: The penalty for willfully making a false claim/statement is a maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).			
If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.			
I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.			
13. SIGNATURE SOLDIER'S SIGNATURE			14. DATE (YYMMDD) 030123
PART V. APPROVAL OF MEMBER'S COMMANDER			
15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:		16. WITH LIQUIDATION OVER:	
<input checked="" type="checkbox"/> a. ONE MONTH BASIC PAY LESS DEDUCTIONS		<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)	
<input type="checkbox"/> b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$		<input type="checkbox"/> b. 13 - 24 MONTHS (Specify number of months)	
		<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS	
		<input type="checkbox"/> b. NOT PRIOR TO _____ (date) WHICH IS 31-90 DAYS BEFORE PCS	
		<input type="checkbox"/> c. 61-180 DAYS AFTER REPORTING TO NEW PDS	
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial) COMMANDER'S NAME		19. SIGNATURE OF OFFICIAL	
20. TITLE COMMANDER		21. GRADE 42 O3	
		22. DATE (YYMMDD) 030123	

CHAPTER 7

PROMOTIONS AND REDUCTIONS

7-1 GENERAL

- a. The Finance Office is no longer responsible for making routine input for pay grade changes. This input is now made through the SIDPERS personnel system. Once a promotion is made in SIDPERS, it will automatically update the soldier's MMPA and pay the soldier at the new rate.

7-2 FINANCE INVOLVEMENT

- a. **Promotions:** Only in cases where an exception to policy is warranted should the field finance office submit a grade change promotion. Examples of situations that may warrant an exception to policy are as follows:
 - (1) A promotion to E3 accepts in E-MILPO (Electronic-MILPO) and rejects in DJMS. In this case, the Military Personnel Community should provide a copy of the DA Form 4187 and the "AAP-351" report, showing the reject. By reviewing this information, a determination can be made as to the validity of the promotion and the reject code from the original input. Any input that rejects on both systems should be reinput by MILPO only, not the field finance office.
 - (2) A promotion to E6 accepts in TAPDB (Total Army Personnel Data Base) and E-MILPO, but rejects in DJMS. The local MILPO should provide the finance community a copy of the orders and a copy of the MS51 showing that the top of the personnel system (TAPDB and E-MILPO) has been updated. If these two systems have not been updated, then the Finance Community should not, repeat, should not make the promotion input to DJMS, as input should be made by MILPO.
- b. **Demotions:** If the effective date of the grade change and the effective date of the grade change document (Article 15, court martial, etc.) are over 5 days old, then the field finance office should process the reduction grade change. If the effective date of reduction and the effective date of the reduction document are less than 5 days old, then input should not be made by the field finance office. Not processing reduction grade changes that are less than 5 days old allows the Military Personnel Community sufficient time to process grade change MD04 transactions for reductions to the daily DJMS-AC update.
- c. Additionally, when a soldier inquires about an incorrect effective date of a processed grade change, no corrective transaction input should be submitted by the servicing Finance Office. The soldier should be referred to the local Military Personnel Office for any required corrective action.

CHAPTER 8

ALLOTMENTS

8-1 GENERAL

- a. Soldiers are authorized no more than 6 purely discretionary allotments. Soldiers may only send 1 discretionary allotment to any given allottee. Allotments shall be sent by Direct Deposit/Electronic Fund Transfer (DD/EFT).
- b. All allotments processed for Soldiers will continue for an indefinite period with the exception of Army Emergency Relief, American Red Cross, Combined Federal Campaign contributions, and indebtedness to the US. These allotments must have a specific termination date upon establishment.

8-2 CATEGORIES OF ALLOTMENTS

All allotments fall into two categories either discretionary or non-discretionary:

a. Discretionary Allotments

- (1) **Allotments to Dependents or Relatives:** Soldiers may authorize allotments to dependents, relatives, or divorced spouse. This allotment may be authorized by the soldier or administratively initiated under procedures established by the Military Service concerned. It may be payable to an individual or to a financial organization for credit to the account of the allottee, or a joint account of the allotter and allottee.
- (2) **Insurance Allotments:** Soldiers may authorize allotments to pay insurance premiums.
- (3) **Allotments to Financial Organizations and Investment Firms:** Soldiers may authorize allotments of pay to financial organizations for credit to their account. Allotments may be deposited to:
 - (a) A financial organization for credit to a savings, checking, or trust account of the allotter without restricting the use of the funds allotted.
 - (b) A mutual fund company or investment firm.
- (4) **Allotment for Payment of Mortgage or Rent:** Soldiers may authorize allotments of pay for mortgage or rent to a financial institution, mortgage company, realtor, or to a landlord.
- (5) **Other Allotments:** Members may authorize an allotment for payment of car or personal loans.

b. Non-Discretionary Allotments

(1) Allotment for the Purchase of Savings Bonds:

- (a) The U.S. Department of the Treasury (Treasury) discontinued the purchase of paper savings bonds through federal payroll deduction effective October 1, 2010.
- (b) Military members may purchase electronic savings bonds by establishing a personal Treasury Direct account with the Treasury and then initiating a nondiscretionary allotment made payable to the treasury at their Treasury Direct account. \
- (c) Members are authorized one nondiscretionary allotment for the purchase of bonds.
- (d) Members electing to purchase electronic savings bonds will first create a Treasury Direct account at ***www.TreasuryDirect.gov***. This account can be used to purchase multiple bonds.
- (e) Once account is created, members must either log into ***myPay.dfas.mil*** or contact their servicing finance office to establish an allotment to the Treasury Direct account. The following information is required to initiate the allotment:
 - Routing transit number for Treasury Direct is 051736158
 - Treasury Direct account number provided by the Treasury
 - Specific dollar amount to be deducted monthly.
- (f) Bonds previously purchased by active duty members that are kept in safekeeping will remain in safekeeping as long as the member remains on active duty.
- (g) To request bonds be released from safekeeping, members shall forward either a written request or a signed facsimile request to the applicable supporting DFAS site. This request must include the service member's name, complete SSN, the address where the member would like the bonds to be mailed, a daytime telephone number, and the member's signature.
- (h) Requests may be mailed, faxed, or scanned and emailed to the applicable DFAS site.

Center Collection Mailbox

3801 Center Collection

P.O. Box 269490

Indianapolis, IN 46226-9490

Fax: 317-510-5903

Email: ARMYBONDREQUESTS@DFAS.MIL

- (2) **Charitable Contributions:** Soldiers may authorize one allotment each to the charitable organizations, i.e. Combined Federal Campaign (CFC) or Army Emergency Relief (AER), etc.

- (3) **Allotments for Child Support and Spousal Support:** Members may authorize or upon proper notification from a state agency or DFAS, an allotment to support family members, spouses, or ex-spouses may be started.
- (4) **Term Allotment:** Utilized for repaying loans to AER, Red Cross, or other indebtedness to government agencies.

c. Procedures

- (1) Submit DD Form 2258 for Allotments other than Bonds. **See Figure 8A**
- (2) **Effective Dates:** The effective date to start, stop, or change an allotment must be given in YYYYMM format for the pay period in which the member would like the allotment to be processed.
 - **Start Month of 201104** – The first allotment will come out of the soldier's April pay.
 - **Stop Month of 201104** – The last allotment will come out of the soldier's April pay.

Note: Allotments will take effect for mid-month pay if the form is processed by the mid-month cut off. However, if it does not make the mid-month cut-off, a start allotment may or may not be processed for End-of-Month (EOM) depending on the soldier's EOM pay entitlement. For example, a start allotment for \$525 was turned in after the cut-off for mid-month (so the mid-month pay is not affected by the allotment and is the full normal amount), but the member's EOM pay is only \$500. Therefore, Finance will not process the allotment until following month because there was not enough money earned from the 15th-30th to pay the allotment for the first month.

AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C., E.O. 9397.

PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.

ROUTINE USES: Information may be released to computer service centers and other accounting services when such centers and services act as authorized agents of organizations specified by the member to receive allotments. Disclosure may be made to the Federal Reserve System when payment of allotment is made through the electronic fund transfer system to financial organizations. Records may also be disclosed to Congress; allottees, Secret Service; General Accounting Office, Federal, State and local courts; U.S. Treasury; and to the Department of Justice, in some cases for prosecution, civil litigation, or for investigative purposes.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the SSN may result in the member not being able to start, change, or stop allotments.

TO BE COMPLETED BY ALLOTTER

1. BRANCH OF SERVICE (X one) <input checked="" type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY		2. NAME OF ALLOTTER (Last, First, Middle Initial) (Print or type) DOE, JOHN, J.		3. SSN 123-45-6789		4. PAY GRADE E5	
5. ADDRESS OF ALLOTTER (Street or Box Number, City, State, ZIP Code) MILITARY MEMBER'S ADDRESS				6. DAYTIME TELEPHONE NUMBER (Include Area Code) DSN#		7. EFFECTIVE DATE (YYYYMM) 200301	
9. NAME OF ALLOTTEE (First, Middle Initial, Last) NAME OF INSTITUTION/PERSON REC'G ALLOT.				10. ALLOTMENT ACTION (X one) <input checked="" type="checkbox"/> START <input type="checkbox"/> STOP <input type="checkbox"/> CHANGE		11. TERM IN MONTHS N/A	
12. CREDIT LINE (If applicable)				13. ALLOTMENT CLASS AUTHORIZED (X one) <input type="checkbox"/> C - CHARITY/CFC <input checked="" type="checkbox"/> D - DISCRETIONARY ALLOTMENTS (Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2)) <input type="checkbox"/> F - CHARITY - EMERGENCY/ASSISTANCE FUND CONTRIBUTION <input type="checkbox"/> L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION (Red Cross, Relief Society, etc. - Navy and Marine Corps only) <input type="checkbox"/> N - NSLI OR USGLI INSURANCE PREMIUM <input type="checkbox"/> T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/EMPLOYMENT TAXES <input type="checkbox"/> - OTHER (Specify)			
14. ALLOTTEE'S MAILING ADDRESS (Street or Box Number, City, State, ZIP Code) ADDRESS OF #9 ABOVE							
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS (Province, Country)							
16. REMARKS							
17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER COMPANY CODE/ROUTING NUMBER OF ORGANIZATION (9 DIGITS NORMALLY)				18. ACCOUNT NUMBER/POLICY NUMBER ACCOUNT NUMBER			
				19. TOTAL CLASS L AMOUNT \$		20. TOTAL CLASS T AMOUNT \$	

STATEMENT OF UNDERSTANDING

I understand that this allotment is legal and that by **voluntarily** completing this form, I am responsible for:

- **Ensuring** that the information is correct;
- **Reviewing** my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee;
- **Collecting** overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid;
- **Contacting** the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records.

I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.

21. SIGNATURE OF ALLOTTER SIGNATURE OF MILITARY MEMBER (REQUIRED)	22. DATE (YYYYMMDD) 20030111
---	--

NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.

NOTE 2. This is a voluntary allotment and can be to any payee you desire.

FIGURE 8A

CHAPTER 9

PAY OPTIONS

9-1 GENERAL

The only method of pay for all soldiers is Direct Deposit which is defined as the direct deposit of a soldier's paycheck into his/her bank account by Electronic Funds Transfer (EFT). Direct Deposit will ensure funds will be in the bank on payday, even during periods where the soldier is deployed, on PCS, TDY, leave, or hospitalized. Soldiers who change their direct deposit account or bank should keep the old account open until the first deposit has been made to the new account. This will ensure the soldier has access to his/her money even if the new account update is delayed.

9-2 POLICIES/PROCEDURES

- a. All soldiers may elect payment once or twice a month. A soldier electing payment once a month will be paid on the first of each month. A soldier who elects payment twice a month will be paid on the first and the fifteenth of the month (when twice a month option is elected, one half the soldier's total monthly net pay will be paid each payday).
 - (1) Pay days may fluctuate due to weekends and Federal holidays.
 - (a) When the scheduled payday falls on one of these days, it is automatically moved back to the last business day preceding that day.
- b. Soldiers are strongly discouraged from designating a savings account as their Direct Deposit account. In the event of a deployment, Direct Deposit to a savings account would not allow the soldier to pay his/her bills. The only exception would be if the soldier was married and the savings account was a joint account.
- c. The DA Form 3685-R is the only document authorized to initiate or change pay option. In addition, a SF 1199A is required for Direct Deposit. **See Figures 9A and 9B.**
 - (1) The 3685-R and SF 1199A will be submitted to the Finance Office on a UTL by the PAC.

JUMPS - JSS PAY ELECTIONS

For use of this form, see AR 37-104-3; the proponent agency is ASA(FM)

PRIVACY ACT STATEMENT

Authority: Title 37 USC, Section 101.
Principal Purpose: To provide the service member a means of electing the manner in which he or she desires to receive pay and allowances.
Routine Use: To establish the pay account of the MMPF.
Disclosure: Disclosure of your social security number (SSN) and other personal information is voluntary; however, without the requested information, the Finance Office cannot identify members, or take the requested action.

1. HOW DO YOU WANT TO BE PAID? (X one item.)		2. METHOD OF PAYMENT (X one item.)	
<input type="checkbox"/>	a. Once a Month	<input checked="" type="checkbox"/>	a. Sure Pay/Direct Deposit (Complete Section 4.)
<input checked="" type="checkbox"/>	b. Twice a Month	<input type="checkbox"/>	b. Check to Address (Complete 5.)
3. HELD PAY (NOTE: All amounts may be withdrawn at any time upon application to your Finance Officer.)			b. SPECIFY AMOUNT
<input type="checkbox"/>	a. If a held pay amount is also desired, check box and enter amount.		\$
4. SURE PAY/DIRECT DEPOSIT (X one box.)			
<input checked="" type="checkbox"/>	a. SF 1199A attached (Complete items (1) through (5)).		b. SF 1199A on file. (Use this box if you already have SURE PAY/DIRECT DEPOSIT to this financial institution) (Do not complete items (1) through (5)).
(1) NAME OF FINANCIAL ORGANIZATION NAME OF BANK			
(2) SAVINGS OR CHECKING ACCOUNT NO CHECKING 00112233		(3) NAME OF ACCOUNT HOLDER JOHN A. DOE	
(4) STREET NO., RR NO., P.O. BOX STREET ADDRESS OF BANK		(5) CITY, STATE, ZIP CODE (Or Country) CITY, STATE OF BANK	
5. CHECK TO ADDRESS (Provide complete mailing address.)			
a. STREET NO., RR NO., P.O. BOX			
b. CITY		c. STATE	d. ZIP CODE
			e. COUNTRY
6. REMARKS			
7. I HEREBY AUTHORIZE PAYMENT AS SPECIFIED ABOVE			
a. TYPED OR PRINTED NAME DOE, JOHN A.		e. NAME AND ADDRESS OF ORGANIZATION YOUR UNIT FORT POLK, LA 71459	
b. SSN 123-45-6789			
c. SIGNATURE SIGNATURE OF MILITARY MEMBER (REQUIRED)	d. DATE TODAY		

DA FORM 3685, SEP 90

DA FORM 3685-R, APR 90 IS OBSOLETE

USAPPC V3.00

FIGURE 9A

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>) DOE, JOHN A.		D TYPE OF DEPOSITOR ACCOUNT <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>) SOLDIER'S ADDRESS		E DEPOSITOR ACCOUNT NUMBER 0 0 1 1 2 2 3 3	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER AREA CODE SOLDIER'S TELEPHONE #		F TYPE OF PAYMENT (<i>Check only one</i>) <input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay <input type="checkbox"/> Supplemental Security Income <input checked="" type="checkbox"/> Mil. Active <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire. <input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor <input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT YOUR NAME		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>) TYPE AMOUNT	
C CLAIM OR PAYROLL ID NUMBER Prefix SSN# Suffix			
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE SIGNATURE OF MILITARY MEMBER		SIGNATURE	
DATE TODAY		DATE	
SIGNATURE		SIGNATURE	
DATE		DATE	

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION FILLED OUT BY THE BANK		ROUTING NUMBER CHECK DIGIT	
		DEPOSITOR ACCOUNT TITLE	
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.			
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

CHAPTER 10

PAY INQUIRIES

10-1 GENERAL

- a. The pay inquiry system has been designed to give the soldier an answer to a pay related question or to solve a pay problem expeditiously. The system provides the unit commander with the opportunity to screen all pay problems within the unit, and possibly reduce training time lost to units.
- b. The primary means for resolution of pay inquiries is the submission of DA Form 2142 (**See Figure 10A**), on a UTL. Soldiers should be sent to the Finance Office only when the presence of the soldier is absolutely necessary or requested by Finance.
- c. The following actions require the soldier's presence at the Finance Office:
 - (1) Inquiry related to a Garnishment, Notice of Levy, or collection action related to a Report of Survey
 - (2) Initial Bonuses
 - (3) In/Out Processing
 - (4) Inquiry relating to No-Pay-Due (NPD)

10-2 RESPONSIBILITIES

a. Unit Commander

- (1) Monitor pay support received by their soldiers and assist individual soldiers in resolving recurring pay inquiries.
- (2) Review UCFR or LES to ensure pay inquiries have been resolved.
- (3) When deemed necessary, request Finance Officer assistance in scheduling training for PAC personnel on Unit Pay Reports generated/distributed by Finance.

b. Personnel Administration Centers (PACs)

- (1) Answer questions concerning the soldier's pay account and handle routine pay actions.
- (2) Assist soldiers in preparing a DA Form 2142, (**See Figure 10A**).
- (3) Review DROTs to determine if pay adjustments have been processed.

c. Finance Office

- (1) Answer inquiries and take corrective action (when necessary) within 3 business days. Actions requiring DFAS Central Site intervention may take longer than 3 business days. In such instances the inquiry will be returned within 3 business days with comments detailing the actions required by DFAS Central Site.

- (2) Complete Finance portion of the DA Form 2142 and return a copy to the unit.
- (3) Upon request, provide unit PAC additional training.

10-3 PROCEDURES

- a. PACs will make every attempt to answer pay inquiries and handle routine pay actions at the unit level so as to return the soldier to duty as soon as possible.
- b. If the PAC cannot answer the inquiry, they will assist the soldier in preparing a DA Form 2142. After the inquiry is prepared, the PAC will:
 - (1) When completing DA Form 2142, be sure to put the soldier's email address on it so that an email response from Finance can be sent directly to the soldier with Courtesy Copy to the PAC.
 - (2) Send the inquiry to Finance on an UTL. Pay inquiries should be submitted on a UTL separate from other pay related documents.
 - (3) The Finance Customer Service Section will screen each inquiry, answer the inquiry and ensure that proper adjustment (when deemed necessary) is made to the soldier's pay account within 3 business days of receipt of the inquiry.
 - (4) The Customer Service Section will complete Section III of DA Form 2142 and return a copy to the unit or send an email response to the soldier and PAC.
 - (5) If an email response is received, print the email message and attach it to the soldier's DA 2142 for your record.

PAY INQUIRY For use of this form see AR 37-104-3; the proponent agency is USAFAC.		BLOCK NUMBER	
		INQUIRY NO. 1ST/2ND	DATE TODAY'S DATE
SECTION I (To be completed by soldier)			
NAME (Last, First, Middle) DOE, JANE E.	SSN 123-45-6789	GRADE E4	
UNIT YOUR UNIT		PHONE NUMBER WORK #	
NATURE OF PAY INQUIRY (Be specific) NATURE OF THE PROBLEM. EXAMPLE: HAVE NOT RECEIVED BAH. MOVED OUT OF GOVT QUARTER TWO MONTHS AGO. EXAMPLE: RECEIVED A NO PAY DUE FOR THE END OF MONTH DEC.			
SECTION II (To be completed by Unit Commander)			
<input type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.		DATE	TL NUMBER
<input type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.			
<input type="checkbox"/> 3. Other (Specify)			
Signature of Unit Commander (or soldier as appropriate). SIGNATURE OF COMMANDER WHEN REQUESTING A CASUAL PAY		DATE TODAY'S DATE	
SECTION III (To be completed by Finance)			
PROBLEM	<input type="checkbox"/> Allotment <input type="checkbox"/> Entitlements <input type="checkbox"/> Collection <input type="checkbox"/> Leave <input type="checkbox"/> Non-receipt Check <input type="checkbox"/> Non-receipt LES <input type="checkbox"/> Other (Specify)		
INQUIRY ANALYSIS CAUSE			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> 1. Non-receipt of document from Unit Commander. <input type="checkbox"/> 3. Document received - Finance did not process. <input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JUMPS cutoff. <input type="checkbox"/> 7. USAFAC </div> <div style="width: 50%;"> <input type="checkbox"/> 2. Late receipt of document from Unit Commander. <input type="checkbox"/> 4. Document received and processed but rejected on DJUOL. <input type="checkbox"/> 6. Problem with prior station. <input type="checkbox"/> 8. Other (Specify) _____ </div> </div>			
DESCRIPTION OF CAUSE AND ACTION TAKEN. FINANCE WILL FILL OUT			
ACTION REQUIRED			
<input type="checkbox"/> DA Form 3684 <input type="checkbox"/> Local Payment <input type="checkbox"/> Other (Specify)		INQUIRY EVALUATION <input type="checkbox"/> Valid <input type="checkbox"/> Invalid	
DATE APPROVED LOCAL PAYMENT PAID		SIGNATURE OF PAY CLERK	

FIGURE 10A

CHAPTER 11

DEPLOYMENTS AND EXERCISES

11-1 General.

A. Active Component

Participation in deployments and field exercises has an impact on a soldier's pay account. Soldiers and unit commanders must monitor these entitlements when deployment/field exercise commences and when returning from a deployment/field exercise.

a. Deployment to an Hostile Fire Area

- (1) All enlisted soldiers will be entitled to full BAS.
- (2) All members will be entitled to HFP/IDP when applicable.
- (3) All members will be entitled to HDP-L when applicable. Shows on LES as SAVE PAY.
- (4) Soldiers with dependents to include soldier married to soldier will be entitled to FSA.
- (5) All members will be entitled to federal income tax exclusion (only if the location is a qualified as Combat Zone Tax Exclusion area). This only includes federal income tax, not FICA or Medicare. Enlisted members will receive the exemption for the entirety of their pay. Officers will be capped for the tax exemption at the rate of pay for the Sergeant Major of the Army (SMA).
- (6) Special Leave Accrual (SLA) – see chapter 18.
- (7) Combat Zone Leave Tax Credit – When a soldier takes leave after re-deployment for the leave days earned in a combat zone, taxable wage is exempted for the number of CZ LV days. However, if the soldier is an officer and used the maximum monthly CZTE while he is in CZ, there is no tax credit for the CZ LV.
- (8) Savings Deposit Program (SDP): Was established to provide members of the uniformed services serving in a designated combat zone the opportunity to build their financial savings. Amounts up to \$10,000.00 may be deposited, earning 10% interest annually. Members must be receiving Hostile Fire Pay and be deployed for at least 30 consecutive days, or 1 day in each of 3 consecutive months in order to participate in the program.
 - (a) **Withdrawals:** Members may close their SDP accounts only after departing the combat zone. Interest will continue to accrue on the account up to 90 days after departure from the combat zone. Should the 90 day period end on any day other than the last day of a month,

interest will accrue through the last day of the preceding month. If the 90-day period ends on the last day of a month, interest accrues for that month. Members in a combat zone may withdraw accrued interest over the \$10,000.00 principal quarterly. Withdrawals of funds on deposit may be made in an emergency only when the health or welfare of a member or dependents would be jeopardized if the withdrawal were not granted. Emergency withdrawals must be authorized by the members' commanding officer.

- (b) **Withdrawal Procedures:** Withdrawal request may be e-mailed to dfas.cleveland-oh.jfl.mbx.sdp-cle@mail.mil, or faxed to (216) 522-5060 "Attention: SDP". Members may submit a withdrawal request on-line using MyPay. Additionally, requests can be mailed to the following address:

DFAS- Cleveland Center (DFAS-CL)
ATTN: SDP
Special Claims
1240 East 9th St .
Cleveland , OH 44199-2055

Members must include name, social security number, and date of departure from the combat zone. Electronic Funds Transfer (EFT) information must include the bank name, routing number, account number, and account type (savings or checking). If a hard copy check is requested, a complete mailing address must also be provided. Make sure that your allotment has stopped before requesting withdrawal.

(c) **SDP Help Line:**

Toll Free (Stateside Only): 1-888-332-7411
Commercial: 216-522-5096
DSN: 580-5096
Fax: (Attention SDP): 216-522-5060
E-mail: dfas.cleveland-oh.jfl.mbx.sdp-cle@mail.mil

b. Re-Deployment from a Hostile Fire Area

- (1) All members must complete a DD Form 1351-2 (Travel Voucher) when redeployment is complete.
- (2) Meal deductions will start for enlisted soldiers living in barracks and in possession of a meal card.
- (3) HFP/IDP will stop at the end of the month of departure from CZ.
- (4) HDP-L will stop on the date of departure from CZ.
- (5) FSA will stop a day before arriving home if leave is not taken en-route.
- (6) Federal Income Tax Withholdings will resume the following month after the soldier departs CZ.

- (7) Here is a short list of things you might want to consider doing to protect your financial interests:
- a. Retrieving and/or revoking, any powers of attorney
 - b. Closing out any accounts, specifically for deployment
 - c. Altering access to your accounts
 - d. Changing your passwords and PINs
 - e. Stopping or changing allotments
 - f. Obtaining a copy of your credit report
- c. **Field Training Exercises:** Unit PACs must submit the necessary paperwork to collect meals during Field Training Exercises and to start FSA when absence is over 30 days.

Members entitled to BAS will normally have meal deductions taken when meals are received while in the field.

FSA will only begin on the 31st day of an exercise.

B. Reserve Component

- a. Basic Pay: Reserve components soldiers' pay will remain on the RC Pay System. Mobilized Soldiers will be paid mid-month and end-of-month.
- b. BAS: Soldiers' entitled to BAS will receive the same rate as the AC.
- c. BAH: The rate is based on rank, dependency status and home of residence zip code. Soldiers with residence are entitled to BAH-I (BAQ and VHA). Soldiers without residence and dependents are entitled to BAH-PARTIAL. Soldiers paying child support are entitled to BAH-DIFF; if also maintaining a residence, entitled to both BAH-I w/o dependents and BAH-DIFF.
- d. FSA: Soldiers' entitled to FSA will receive the same rate as the AC.
- e. Special Pay: Must submit copy of order authorizing Special or incentive Pay. Paid at the same rate as AC Soldiers' and prorated for partial months.
- f. Uniform Allowance: Officers that have not received more than \$200 of this entitlement within the last 2 years will receive \$200 additional allowance for active duty over 90 days. Enlisted soldiers may be entitled to the Basic Cash Clothing Replacement Allowance after serving 6 months of active duty. Soldiers cannot have previously received clothing during this Contingency Operation and will not receive payment until completion of 365 days of duty (prorated if less than 365 days).
- g. Per Diem: Soldiers accrue \$5.00 per day in CONUS and \$3.50 per day in OCONUS for Incidental Expenses. Soldiers also receive per diem based on the soldiers' TDY/TCS location Command to house, mess and transport mobilized soldiers.

- h. Temporary Storage of Goods: Soldiers not receiving BAH entitlements are authorized to store household goods. Storage arrangements are made through the soldiers' Local Military Transportation Office. Soldiers are reimbursed upon redeployment through settlement of final travel voucher (DD Form 1351-2).
- i. Hostile Fire Pay and HDP are the same as AC.
- j. Combat Zone Tax Exclusion: All soldiers will be entitled to federal income tax exclusion as long as they are assigned to a hostile fire area. Enlisted Soldiers will receive the exemption for the entirety of their pay. Officers will be capped for the tax exemption at the base pay of the Sergeant Major of the Army.
- k. Savings Deposit Program: Soldiers who elect to participate in the SDP follow the same guidelines as the AC. (See a. (6) above)
- l. Thrift Savings Program: Mobilized soldiers can submit a TSP-U-1, Thrift savings Plan, Election form to the servicing Personnel Office within 60 days of mobilization. You may submit a TSP-U-1 through your unit or use *myPay*.
- m. Allotments: All Reserve soldiers remain on the RC Pay System. This means that **YOU WILL NOT BE ALLOWED TO START AN ALLOTMENT**. The RC Pay System DOES NOT permit input of allotment. It is advised to start an allotment with your financial institution.

CHAPTER 12

COLLECTIONS

12-1 COURTS-MARTIAL SENTENCES

a. Forfeitures

- (1) Effective 1 April 1996, courts-martial sentences that include confinement for more than 6 months, death, or confinement for 6 months or less with a dishonorable or bad-conduct discharge or dismissal will result in the forfeiture of pay and allowances during any period of confinement or parole.
- (2) In the case of a general court-martial, the pay and allowances forfeited will be a total forfeiture of all pay and allowances. In the case of a special court-martial, the pay and allowances forfeited will be two-thirds of all pay and allowances due that soldier during such period.
- (3) In a case involving an accused soldier who has dependents, the convening authority may waive any or all of the forfeiture of pay and allowances for a period not to exceed 6 months. The convening authority will direct that any amount of pay or allowances that would have been forfeited will be paid to the dependents of the accused.
- (4) If the sentence of a soldier who forfeits pay and allowances is changed by the convening authority in such a way that the soldier no longer has a confinement sentence applicable to paragraph (1), the soldier will be paid the pay and allowances that he or she would have been paid, except for the regular forfeiture set forth in the court-martial sentence for the period during which the forfeitures was in effect.

b. Procedures

- (1) The JAG Office will submit courts-martial orders to the Customer Service Section on a UTL (original and 1 copy).
- (2) Forfeitures and reductions in grade are effective 14 calendar days after the sentence is adjudicated or when the convening authority takes action, whichever occurs first.
- (3) Failure to provide notice within 24 hours of the effective date of these punishments, as required by AR 27-10, paragraph 5-28, could possibly result in unrecoverable losses of army dollars and unjustified financial problems to sentenced soldiers.

12-2 NON-JUDICIAL PUNISHMENT-ARTICLE 15

a. Effective Dates of Punishment.

(1) Forfeiture of Pay is not Suspended:

Forfeitures and reduction in grade, if unsuspended, are effective on the date the commander imposes the punishment. Pay accrued by a soldier before the imposition of the punishment is not subject to forfeiture.

(2) Forfeiture of Pay is Suspended:

When forfeiture of pay is suspended, the suspension takes effect on the date of the action. When a soldier is restored to a higher grade by suspension of a reduction, the soldier is entitled to pay of the higher grade from the date of the suspension only. If, however, a reduction or forfeiture is set aside and all rights, privileges, and property affected by it are restored, the soldier is entitled to pay as though the reduction had never been imposed.

b. Procedures.

(1) With no Appeal.

(a) A copy of the DA Form 2627 (Record of Proceedings Under Article 15, UCMJ) will be submitted by UTL to the Customer Service Section by the JAG office.

(b) The finance office will annotate the date of the posting, and the initials of the posting clerks, and then returned back to the JAG Office.

(2) Unit commanders should review the UCFR to verify the collection of any fines, forfeitures, and/or reductions in grade.

12-3 COLLECTIONS OTHER THAN COURTS-MARTIAL AND ARTICLE 15

a. Collection with soldier's Consent.

Soldiers indebted to the US will be encouraged to accelerate their debt when possible. When the amount of the debt relative to the member's ability to repay indicates that lump sum settlement would create financial hardship for the soldier, installment payments may be accepted. Members will be encouraged to voluntarily accept liability for their indebtedness and agree to a repayment schedule that adequately protects the interests of both the US and the Soldier. These types of debts normally include cash collection vouchers from CIF, housing, or the unit.

b. Collection without Soldier's Consent.

(1) Current Pay. In most cases, when the soldier is paid erroneously or an over-payment of any entitlement is made, the debt will be collected without the member's consent. The finance office will make notification to the soldier of the debt. The soldier has 30 days to contact finance in

order to set up a repayment schedule or question the debt. IF the soldier fails to respond within the 30 days, the monies will automatically be collected.

- (2) Final Pay. When a soldier receives final pay on separation, indebtedness to the US will be collected. Debts that may be collected from current pay only with the soldier's consent, debts may be collected from final pay and allowances without the soldier's consent. Any monies owed to Army Emergency Relief also may be collected from final pay without the member's consent. If a soldier has been discharged or has ETS from the Army, a Report of Survey must be prepared.

c. Limitations on Collections.

- (1) Adjustments of \$100 or less will be automatically adjusted. The soldier will receive a notice of the adjustment as soon as possible after input is made.
- (2) Routine Adjustments Greater than \$100 is usually DFAS generated and the LES remarks column will annotate the advance debt or debt due US.
- (3) Debts greater than \$100 and processed at the local finance will notify the soldier through a memorandum. The soldier must contact finance upon receipt of the memorandum if the debt collection is unreasonable.
- (4) Current month overpayments will be automatically collected unless the member's EOM pay is not adequate enough to leave 1/3 of their discretionary income.
- (5) Non-judicial punishment and collection of advances will be automatically collected without using the 2/3 rule. This can possibly create a "No Pay Due."

d. Interest, Penalties, and Administrative Costs

- (1) With respect to collections other than routine adjustments, a minimum annual rate of interest on an outstanding debt to the US that is equal to the average investment rate for the Treasury tax and loan accounts for the 12-month period ending on September 30 of each year, rounded to the nearest whole percent.
- (2) Interest shall accrue from the date on which notice of debt and the interest requirements are first mailed or hand delivered to the debtor or such date as specified in the notice.
- (3) Interest may not be charged if the amount due on the claim is paid within 30 days after the date from which interest accrues in paragraph 2 above.
- (4) Administrative costs of processing and handling a delinquent debt may be assessed when applicable.

e. Soldier's Responsibility.

- (1) Monitor LES and memorandums sent by Finance.

- (2) When a valid debt is found, request pro-ration, request a waiver, or apply for remission or cancellation of the debt.
- (3) When an invalid debt is found, challenge the debt with a written statement and supporting documents.
- (4) If requesting a waiver for remission or cancellation of the debt, immediately request a suspension of indebtedness.

12-4 GARNISHMENTS OF PAY

- a. **General.** Monies due from or payable by the US to active duty members, members of the Reserve components not on active duty, and retired members are subject to legal process issued by a state or federal court of competent jurisdiction to enforce a legal obligation to pay child support or alimony. This also includes legitimate courts of Germany.
- b. **Pay Subject to Garnishment.**
 - (1) Base Pay
 - (2) Special Pay (includes enlistment/reenlistment bonuses)
 - (3) Incentive Pay
 - (4) Accrued leave payments (base pay portions only)
 - (5) Readjustment Pay
 - (6) Severance Pay
 - (7) Separation Pay
 - (8) Voluntary Separation Incentive
 - (9) Special Separation Pay
- c. **Maximum Amount of Pay Subject to Garnishment.**
 - (1) Fifty percent of disposable earnings if the soldier is supporting a spouse or dependent child other than the spouse or dependent child with respect to whose support the legal process is issued.
 - (2) Sixty percent of disposable earnings if the soldier is not supporting a spouse or dependent child.
 - (3) If the member is in arrears for a period which is 12 weeks prior to the beginning of the pay period involved, the maximum percentage under (1) above is 55% and under (2) above 65%.
 - (4) Allotments in effect may be stopped without the soldier's written approval in order to liquidate the garnishment.
- d. **Involuntary Allotment of Pay for Enforcement of Commercial Debts.**
 - (1) Pay Subject to Involuntary Allotment.
 - (a) Basic Pay

- (b) Special Pay
- (c) Incentive Pay
- (d) Accrued Leave Payments
- (e) Readjustment Pay
- (f) Severance Pay
- (2) Pay that is subject to an involuntary allotment may result from judgments against the member from commercial indebtedness such as AAFES or Commissary debts.
- (3) Involuntary allotments shall not exceed the lesser of 25% of a member's pay subject to involuntary allotment or the maximum percentage of pay subject to garnishment proceedings.
- e. When the Finance Office receives notice of garnishment from DFAS-Cleveland, a memorandum will be sent to the commander and soldier through the PAC.
- f. TRANS-OPS Debts sent from the transportation office through DFAS-IN, a letter will be sent to the commander and soldier through the PAC. The full amount will be collected unless a proration letter is received within 30 days of notification to the soldier.

12-5 STATEMENT OF CHARGES

- a. **General.** The DD Form 362 (Statement of Charges for Government Property Lost, Damaged or Destroyed) or DD Form 1131 (Cash Collection Voucher) is prepared by the unit commander for use in processing charges against an individual for loss, damage or destruction of government property.
- b. **Procedures.**
 - (1) A soldier may pay in a cashier's check, money order or have the debt collected from his or her pay account.
 - (2) Cash Collection Voucher
 - (a) The DMPO Customer Service will prepare the DD Form 1131 using the accounting classification 21R3019.
 - (3) Soldiers Administratively Discharged Under Chapter Proceedings.
 - (a) The soldier's escort will hand carry the DD Form 362 to the Finance Separation Section.
 - (b) The original will be kept by Finance Office and the remaining copies will be annotated and returned to the escort.

12-6 REMISSION OR CANCELLATION OF INDEBTEDNESS

a. **General.** The objective of the statutory provisions governing debt remission or cancellation is to alleviate a serious morale problem of indebted enlisted Soldiers on active duty by providing a means of correcting an injustice as well as a method to eliminate the hardships or undue suffering by the Soldier or their Family. The Unit Commander has primary interest in and responsibility for resolving the Soldier's personal problems, including those brought about (wholly or in part) by erroneous payments. The Soldier shares a responsibility with the government to ensure that his/her financial account is correct by reviewing the monthly Leave and Earning Statement (LES) to determine if moneys pay and collected and leave balances shown are correct. If you detect errors, report to the commander so the Soldier's account is corrected in a timely manner.

b. **Guidance and Procedures:** AR 600-4 provides the necessary guidance and procedures for submitting and processing applications for remission and cancellation of indebtedness. Base the applications on injustice, hardship, or both.

(1). The Soldier, with help from his/her Unit Commander, is responsible for preparing the DA Form 3508, (Applications for Remission and Cancellation of Indebtedness), gathering required enclosures and preparing sworn statement. Send the original copy to the Unit Commander for review.

(2). The Unit Commander in compliance with AR 600-4 Para 3-1 must evaluate all evidence. The Commander will make recommendation to approve or disapprove the application in a military letter, or recommend the collection be suspended or continued. Forward the original and a copy of the application and all enclosures to the commander exercising special court martial jurisdiction for his recommendation if applicable. The unit commander is responsible for keeping the DMPO/FO advised about the events that occurred after submitting the application that could affect the case. (i.e. reassignment, promotion/reduction, re-enlistment or extension, early separation, or any other major factor that may affect the final decision).

(3). The Commander having special court-martial jurisdiction will review the application to ensure that the case is complete and documented, evaluate the application and all evidence, and make recommendation in an endorsement that the debt remission/cancellation be approved, in whole or in part, or that it be disapproved. Give a reason for all recommendations. Send the original and a copy of the application to the DMPO/FO.

(4). The DMPO/FO will provide technical assistance to Commanders, Personnel Service Non-Commissioned Officers PSNCO) and First Sergeants upon request. Upon receipt of the application, the DMPO will review Commanders recommendations concerning suspension or withholding of pay. If the Commander recommends, suspend collection (as of the date of the

Commander signed the application) and complete the required items on the DA Form 3508).

(5). The DMPO is responsible for preparing a written endorsement for either Approval or denial of the Soldier's claim and forward completed packet to Commander, U.S. Army Human Resources Command.

12-7 APPLICATION FOR WAIVER OF ERRONEOUS PAYMENT:

- a. **General.** A Soldier may request a waiver due to administrative errors and resulting in erroneous payment of pay and allowances (other than travel and transportation allowances). A waiver is not automatic due to an erroneous payment resulted from an administrative error. Soldiers' have the option of obtaining relief of indebtedness either by submission of an application for remission or cancellation of indebtedness, or by submission of an application for waiver of erroneous payments. The Soldier should request relief under the option most advantageous to him/her. In this respect, attention is invited to the fact that the application for remission or cancellation of indebtedness only remits to the Soldier the amount of the indebtedness approved for remission that has not previously been collected. Submit applications for waiver of US Claims for erroneous payments to DFAS-IN up to (3) years after discovery. Advise Soldiers that collection action on the indebtedness continues pending final action on the application for waiver of erroneous payments.
- b. **Procedures:**
 - (1). The debtor will notify the Debt Management section of his or her intention to apply for a waiver.
 - (2). Provide the debtor with a blank DA Form 2789 and AR 37-104-4, Chapter 32.
 - (3). Upon receipt of the waiver packet, the Debt Management Clerk will review and verify that all required documents are available and ready for processing.
 - (4). Forward the packet to the DMPO Director Pay for endorsement.
 - (5). The DMPO is responsible for preparing a written endorsement for either Approval or denial of the Soldier's claim and forward completed packet to DFAS-Indianapolis, Department 3300, ATTN: Waivers/Remissions.

12-8 NOTICE OF LEVY

The IRS will send a notice to DFAS-IN if a soldier owes back taxes. When DFAS receives the notice, DFAS will notify the soldier. The soldier must contact IRS to resolve the matter and notify DFAS. If the soldier takes no action, the collection will start using calculations provided by the IRS from the soldier's disposable pay.

CHAPTER 13

ABSENCES

13-1 ABSENCES

a. **General.** Absences are classified in two categories, authorized and unauthorized. All absences are covered in AR 600-8-10. Pay and allowances are payable to soldiers during periods of authorized absence, but not during periods of unauthorized absences (unless such absence is excused as unavoidable by the commander).

b. **Leave**

- (1) Leave accrues at the rate of 2.5 days per month, for a total of 30 days per year. Leave accrues for prorated portions of a month at the rate of .5 days per each 6-calendar day.
- (2) Normally, soldiers may not accrue more than 60 days leave beyond the end of the fiscal year (September 30). At the beginning of each fiscal year (October 1), all leave accounts are automatically screened. Leave balances in excess of 60 days are administratively reduced (use or lose days). Soldiers are authorized to accumulate more than 60 days at the beginning of the fiscal year if he/she served 120 days continuous in an area where the Soldier was entitled HFP.
- (3) Enlisted soldiers on authorized leave or non-chargeable convalescent leave will automatically receive full BAS when the leave is processed.
- (4) A DA Form 31 will be submitted to Finance from the unit PAC on a UTL for all types of leave. **See Figure 13A**

c. **AWOL Status**

- (1) Unauthorized absence of 24 consecutive hours or less does not affect pay and allowances. This applies even if the absence involves portions of 2 calendar days.
- (2) DA Form 4187 will be submitted to Finance from the unit PAC, after the 3rd day of the absence, on an UTL for all other absences. **See Figure 13B**
- (3) DA Form 4187 will be submitted to Finance from the unit PAC within 24 hours of the soldier's return to duty. **See Figure 13C**

d. **Advance Leave**

- (1) Advance leave is chargeable leave granted in anticipation of the accrual of leave during the remaining period of active duty and may be granted for—
 - (a) A soldier who has an emergency (AR 600-8-10, chap 6).
 - (b) A soldier who has an urgent personal or morale problem.
 - (c) Accession or PCS move (AR 600-8-10, chap 7).
 - (d) A pregnant soldier who desires home leave.

- (2) Advance leave is with pay and allowances, including leave accrual.
- (3) Soldiers may be granted advance leave only when accrued leave is exhausted.
- (4) Advanced leave changes to excess leave on date of separation, reenlistment, or entry into an extension of enlistment (AR 600-8-10, chap 5, para 5–15L).
- (5) Advance leave may be granted together with expiration of term of service (ETS) or retirement provided transition processing is not interfered with.
- (6) Leave does not accrue during periods of excess leave.
- (7) The unit commander is the approval authority for advance leave requests for up to 30 days. Requests for advanced leave in excess of 30 days must be forwarded to **US Army Human Resources Command, 1600 Spearhead Division Ave, Ft. Knox, KY 40122-5303** for approval.
- (8) To avoid excessive minus leave balances, advance leave will be limited to the minimum amount of leave needed. Further advance leave will normally be limited to the lesser of—
 - (a) Thirty days.
 - (b) The amount of leave that will be earned during the remaining period of the current tour of active duty. The current tour of active duty includes current enlistment, excluding extensions that have not become effective for enlisted soldier.
 - (c) While serving an extension, the amount of leave that will accrue prior to the date of separation.
- (9) Advance leave will not be granted together with excess leave authorized for soldiers—
 - (a) In professional degree programs.
 - (b) In officer procurement programs.
 - (c) Being processed for punitive, administrative, or disability discharge.

e. Excess Leave

- (1) Excess leave is an absence granted for emergencies or unusual circumstances or as otherwise specified in (AR 600-8-10, chap 5).
- (2) During periods of excess leave, the soldier is not entitled to pay and allowances, nor does leave accrue during this period.
- (3) A negative leave balance at the time of release from active duty, discharge, extension of enlistment, desertion, or death becomes an indebtedness to be collected unless the soldier elects to have it count against leave that will accrue during the new term of an immediate re-enlistment or extension (30 days maximum will apply in such cases). Additionally, if a soldier extends, any leave taken in excess of that which will accrue prior to the original ETS, will be charged as excess leave.

REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. (See instructions on reverse.)				1. CONTROL NUMBER UNIT LV CONTROL NUMBER	
PART I					
2. NAME (Last, First, Middle Initial) DOE, JANE J.		3. SSN 123-45-6789		4. RANK SPC	
5. DATE 1 JAN XX		6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) LEAVE ADDRESS LEAVE TELEPHONE NUMBER		7. TYPE OF LEAVE <input checked="" type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER	
8. ORGN, STATION, AND PHONE NO. SOLDIER'S UNIT DUTY PHONE NUMBER		9. NUMBER DAYS LEAVE			
a. ACCRUED 37		b. REQUESTED 15		c. ADVANCED 0	
d. EXCESS 0		10. DATES		a. FROM 2 JAN XX	
b. TO 16 JAN XX		11. SIGNATURE OF REQUESTOR SIGNATURE OF SOLDIER		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
13. SIGNATURE AND TITLE OF APPROVING AUTHORITY SIGNATURE		14. DEPARTURE			
a. DATE 2 JAN XX		b. TIME 0130		c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY SIGNATURE OF PERSONNEL SIGNING SOLDIER OUT	
15. EXTENSION					
a. NUMBER DAYS 4		b. DATE APPROVED 16 JAN XX		c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY SIGNATURE OF PERSONNEL AUTHORIZING EXT. (IF APPLICABLE)	
16. RETURN					
a. DATE 20 JAN XX		b. TIME 1730		c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY SIGNATURE OF PERSONNEL SIGNING SOLDIER IN	
17. REMARKS					
Chargeable leave is from <u>2 JAN XX</u> to <u>20 JAN XX</u>					
PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:					
For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP.					
20. DEPARTED UNIT		21. ARRIVED APOD		22. ARRIVED APOE (return only)	
23. ARRIVED HOME UNIT					
PART III - DEPENDENT TRAVEL AUTHORIZATION					
24. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP					
<input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
DEPENDENT INFORMATION					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP		c. DATES OF BIRTH (Children)	
d. PASSPORT NUMBER					
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION					
26. DESIGNATION AND LOCATION OF HEADQUARTERS				27. ACCOUNTING CITATION	
28. DATE ISSUED		29. TRAVEL ORDER NUMBER		30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION	

FIGURE 13A

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) 126TH FINANCE BATTALION FORT POLK, LA 71459	3. FROM (Include ZIP Code) YOUR UNIT YOUR UNIT ADDRESS
----------------------------	--	--

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) DOE, JOHN, J.	5. GRADE OR RANK/PMOS/AOC E-3/PFC/MOS	6. SOCIAL SECURITY NUMBER 123-45-6789
--	--	--

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from PRESENT FOR DUTY to
ABSENT WITHOUT LEAVE effective 630 hours, 20 JAN XX

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- ABOVE LISTED MEMBER'S STATUS CHANGED FROM PFD TO AWOL.
- EFFECTIVE 0630 20 JAN XX
- STAMP FROM PROVOST MARSHALL OFFICE

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☒ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE COMMANDER'S SIGNATURE BLOCK	13. SIGNATURE COMMANDER'S SIGNATURE	14. DATE (YYYYMMDD) 20030123
--	--	---------------------------------

FIGURE 13B

CHAPTER 14

EXTENSIONS, RE-ENLISTMENTS, ENLISTMENTS & BONUSES

- 14-1** Extension and Re-enlistment contracts will be submitted by the Career Counselors and not the PAC. For more information see your local Career Counselors.

14-2 ENLISTMENT BONUSES

- a. General. Finance will process an enlistment bonus upon arrival of soldier's first duty station; which is Redstone Arsenal (RSA). The soldier must submit the entire enlistment contract to the Finance office to pay an enlistment bonus. The following must be submitted:
 - (1) 4/1
 - (2) 4/2
 - (3) 4/3
 - (4) DA Form 3856-66
 - (5) PMOS orders or AIT Graduation Certificate verifying date of graduation.
 - (6) PCS orders assigning soldiers to RSA.
- b. Amount of Enlistment Bonus: The bonus is an amount prescribed by the Secretary concerned, but not more than \$40,000.00
- c. Method of Payment
 - (1) Paid upon completion of training and award of MOS.
 - (2) First installment may not exceed \$10,000.00
 - (3) Remainder shall be paid in equal annual installments over the remaining years under the contract.

NO BONUS IS PAYABLE BEFORE member completes all training, and has arrived at their first PDS, and is WORKING in the MOS concerned.

14-3 CAREER STATUS BONUS

- a. **General:** The National Defense Authorization Act for Fiscal Year 2000 significantly changed the retired pay system for those members of a Uniformed Service who first became members on or after August 1, 1986 (See Public Law 106-65, October 5, 1999, sections 641 through 644). As of October 1, 1999, they are under the High-3 retired pay system. Previously, they were covered by the REDUX retired pay system. However, these members may now elect, upon completion of 15 years of active duty in the Uniformed Services, to receive a \$30,000 (CSB), in which case they will again be under the REDUX retired pay system. This implementing guidance establishes uniform procedures to:

- (1) It allows those in this group to choose between the High-3 and the CSB/REDUX pay plan.
- (2) It added a \$30,000 CSB as part of the REDUX pay plan.
- b. Soldiers with a date of initial entry to military service (DIEMS) on or after 1 August 1986, including AGR Soldiers, who are eligible under current Service regulations to serve continuously to 20 years, must choose between the High-3 and the CSB/REDUX between years 14 1/2 to 15 of active duty, although retirement will not occur until the Soldier has completed 20 years of service.
- c. The DIEMS date pertains to the earliest date of enlistment, induction, or appointment in a regular or RC of a Uniformed Service as a commissioned officer, warrant officer, or enlisted Soldier. A DIEMS date is rarely the same as a basic active service date and often earlier than a pay entry basic date. The Soldier's basic active service date, not the DIEMS, serves as the basis when calculating for the 14 1/2 to 15 years of active duty.

d. Process requests for the Career Status Bonus/Reduced Plan

- (1) Installations are required to conduct monthly or individual CSB/REDUX briefings for eligible Soldiers once they complete 14 1/2 years of active duty to help them decide between the CSB/REDUX or High-3 retirement plans.
- (2) The CSB/REDUX differs from the High-3 plan in three ways—
 - (a) The retired pay multiplier under CSB/REDUX is less than under High-3 if the Soldier has less than 30 years of creditable service. Under CSB/REDUX, the retired pay multiplier is 2.0 percent per year for the first 20 years of creditable service (see 10 USC 1409); 3.5 percent for years 21 through 30; and 2.5 percent after 30 years, multiplied by the average of the Soldier's highest 36 months of basic pay. The longer a Soldier serves, the closer the CSB/REDUX retired pay multiplier will be to that of someone retiring with the same number of years of service under High-3. After 30 years, the multiplier 2.5 percent is the same under both plans. At age 62, the Soldier's CSB/REDUX retired pay is recalculated to equal what it would have been had the Soldier retired under High-3 initially.
 - (b) The CSB/REDUX cost-of-living allowances of retired pay are 1 percent less than those under the final basic pay or High-3 retired pay plans. Although CSB/REDUX Soldiers receive a one-time catch-up COLA at age 62, the following year the COLA reverts to COLA minus 1 percent.
 - (c) Soldiers who elect CSB/REDUX are entitled to receive a \$30,000 CSB, payable at their 15th year of active duty to help compensate for the reduced CSB/REDUX multiplier and COLA provisions.

- (3) Soldiers who elect CSB/REDUX and later retire for disability under 10 USC 1201 or 10 USC 1202, will have their retired pay calculated under the High-3 formula.
- (4) Public Law 107-107, Section 620 allows Soldiers to elect to receive the CSB in a lump sum or annual installments, which gives them the ability to shelter the entire CSB from taxes in the Thrift Savings Plan. The current options for receiving the CSB are—
 - (a) One payment of \$30,000.
 - (b) Two annual installments of \$15,000 each.
 - (c) Three annual installments of \$10,000 each.
 - (d) Four annual installments of \$7,500 each.
 - (e) Five annual installments of \$6,000 each.

d. Steps to process requests for Soldiers eligible to make a choice

Step: 1

Responsibility: Personnel

Required action: Provide eligible Soldier with written notification at the 141/2 year of active duty. Personnel will include procedures for electing the CSB and an explanation of the effect that electing the CSB will have on the computation of retired pay if and when the Soldier becomes eligible (see Para 7-3).

Step: 2

Responsibility: Soldier

Required action: Has 6 months to decide to either remain under High-3 or elect CSB/REDUX.

Step: 3

Responsibility: Personnel

Required action: A lieutenant colonel or the designated representative in the Soldier's chain of command must sign block 13 (witness) and 17 (recording official) of DD Form 2839. The same person must sign both blocks.

Step: 4

Responsibility: Soldier

Required action: Give the completed DD Form 2839 to the personnel officer.

Step: 5

Responsibility: Personnel

Required action: Ensure that the Soldier is currently qualified for retention on active duty. If the Soldier is flagged pending separation, do not submit DD Form 2839 to the Finance Office until the flag is lifted and the Soldier is fully eligible for retention and a contractual obligation to meet eligibility for the minimum 20-year non-disability retirement. Personnel representatives must monitor Soldiers to ensure they remain eligible for retention on active duty. A

Soldier with 18 or more years of active Federal service is ineligible to make a choice under the CSB/REDUX. They will remain under High-3.

Step: 6

Responsibility: Personnel

Required action: If a Soldier elects not to receive the CSB, maintain a copy of DD Form 2839 in the Soldier's military personnel file and forward the original for filing in the Soldier's official military personnel file. Mailing address for officers: Commander, U.S. Army Human Resources Command (AHRC-MSR), 200 Stovall Street, Alexandria, VA 22332-4000. Mailing address for enlisted Soldiers: Chief, Records Services Division, U.S. Army Soldier Record Data Center (PCRF-FR), 8899 East 56th Street, Indianapolis, IN 46249-5301. The HR specialist records the Soldier's election to update the appropriate personnel.

Step: 7

Responsibility: Personnel

Required action: If Soldier elects to receive the CSB, maintain a copy of DD Form 2839 in the Soldier's military personnel file and forward a copy for filing in the Soldier's official military personnel file. Send the original DD Form 2839 to the servicing Finance Office no later than 10 days prior to the Soldier's 15th anniversary of date of service. HR specialist records the Soldier's election to update the appropriate personnel system.

Step: 8

Responsibility: Finance

Required action: Once the finance officer receives form—

- Review it to ensure it is completed correctly.
- Match data on form against Soldier's pay account.
- Ensure that the Soldier has completed 15 years of active duty. NOTE: SOLDIERS WITH MORE THAN 18 YEARS OF ACTIVE SERVICE ARE NOT ELIGIBLE FOR CSB
- On or after the 15th anniversary date, send the form(s) to central site for input. Do NOT receive from unit or submit this form earlier than 10 days prior to 15 year date, they are not kept on file.

- e. **Repayment of Bonus:** A CSB recipient who fails to serve continuously on active duty until the completion of 20 years of active duty must repay an amount calculated by multiplying \$30,000 by a factor that is determined by dividing the uncompleted period of active duty by the total period of continuous active duty required as a result of the CSB/REDUX election. In making the calculation, months and days must be expressed as decimal fractions of a year (to the nearest .00000001). Each month is 1/12 of a year and each day is 1/360th of a year, rounded to the eighth decimal place. (See the table of fractional parts of a year at Attachment 1-1). In determining these periods, compute years, then months and then days counting from the day after the last day of continuous active duty. Example 1: A member's CSB/REDUX election is effective upon attaining 15 years of active service on October 10, 2001. The member is obligated to serve through October 10, 2006

(5 full years). If the member's last day of active duty is December 1, 2002, the member will have failed to complete 3 years, 9 months and 10 days of required service. The member's repayment is computed as follows:

- (1) The period of agreed additional service is: 5 full years and the service not completed is: 3 years, 9 months, and 10 days, or $3 + .75 + .02777778 = 3.77777778$ years. The required repayment is: $(3.77777778 / 5) \times \$30,000 = .75555556 \times \$30,000 = \$22,666.67$.
- (2) An obligation to repay a portion of the CSB is a debt owed to the United States unless the debt is waived under provisions below. A discharge in bankruptcy under title 11, United States Code that is entered within 5 years after the member's separation does not include a debt arising from a CSB repayment obligation.

f. **Waiver of Bonus Repayment:** The Secretary concerned may waive, in whole or in part, the required CSB refund if the Secretary determines that recovery would be against equity and good conscience or contrary to the best interests of the United States. The Secretary concerned shall waive the required refund if the member:

- (1) Dies, or
- (2) Is separated or retired as a result of a physical disability under chapter 61 of title 10, United States Code, or
- (3) Is separated under a Service offer for early retirement (such as TERA) or separation program. The Secretary concerned shall not waive repayment if the member's separation is due to misconduct or if waiver of repayment would be inconsistent with other prescribed law, regulation, or policy.

h. **Tax Considerations:** The Defense Finance and Accounting Service (DFAS) shall advise bonus recipients of the taxability of CSB payments in consultation with the Armed Forces Tax Council. The CSB is generally subject to the same tax considerations as any other bonus payment. The CSB, if taxable, is income as of the date on which the payment is actually made to the member. Provided a member is a TSP participant, a member may contribute any amount of CSB allowable under the provisions of the Thrift Savings Plan (TSP) of section 211, title 37, United States Code, as applicable at the time of payment. Ordinarily, the annual limit of all TSP contributions, including any from the CSB, in 2000 would be \$10,500, with adjustments in later years. **Tax Exclusion:** If the member is otherwise eligible for a combat zone or Qualified Hazardous Duty Area (QHDA) tax exclusion on the effective date of the CSB/REDUX election (see ELECTION section), the CSB, within allowable limits, will not be considered taxable income to the member. A member may contribute to the TSP any nontaxable pay of up to \$30,000 or 25 percent of compensation, whichever is less.

CHAPTER 15

WITHHOLDING INCOME TAX

15-1 GENERAL

a. Federal Income Tax Withholdings (FITW)

- (1) Members may change their FITW at their own discretion based upon their anticipated annual taxes. Changes may be made for the following reasons:
 - (a) Change in Marital Status
 - (b) Change in Dependency Status
 - (c) Request for additional withholding
- (2) Procedures. Submit a new W-4 to the finance office on an UTL. **See Figure 15A.**

b. State Income Tax Withholdings (SITW)

- (1) Members may claim any state as their state of legal residency. However, the burden of proof falls upon the member when asked to prove their state of legal residency for tax audits and questions from the state tax authority. For further information see the Legal Assistance Office.
- (2) To change state of legal residence, submit the following on an UTL:
 - (a) DD Form 2058. **See Figure 15B**
 - (b) DD Form 2058-1, when applicable. **See Figure 15C**

The latest Form W-4 can be obtained through the link list below. This form must be completed prior to submitting for further processing to the DMPO.

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

Form W-4 (2012)		Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.		Income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.	
Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.		Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.		Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.	
Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 applies February 18, 2013. See Pub. 506, Tax Withholding and Estimated Tax.		Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.		Nonresident alien. If you are a nonresident alien, see Notice 1390, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.	
Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$160 and includes more than \$300 of unearned income (for example, interest and dividends).		Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity		Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).	
Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.		Future developments. The IRS has created a page on IRS.gov for information about Form W-4, at www.irs.gov/w4 . Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted off that page.			
Personal Allowances Worksheet (Keep for your records.)					
A Enter "1" for yourself if no one else can claim you as a dependent A					
B Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. B					
C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C					
D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D					
E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E					
F Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit F					
G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child G 					
H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ► H					
For accuracy, complete all worksheets that apply. <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 					
Separate here and give Form W-4 to your employer. Keep the top part for your records.					
Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2012	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ► 7					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ►				Date ►	
8 Employer's name and address (Employer: Complete lines 9 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form W-4 (2012)					

FIGURE 15A

STATE OF LEGAL RESIDENCE CERTIFICATE		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Tax Reform Act of 1976, Public Law 94-455.	
PURPOSE:	Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.	
ROUTINE USES:	Information herein will be furnished State authorities and to Members of Congress.	
MANDATORY OR VOLUNTARY DISCLOSURE:	Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on your home of record.	
NAME <i>(Last, first, middle initial)</i>	SOCIAL SECURITY NUMBER <i>(SSN)</i>	
DOE, JOHN J.	123-45-6789	
LEGAL RESIDENCE/DOMICILE <i>(City or county and State)</i> YOUR STATE OF LEGAL OF RESIDENCE (PHYSICAL ADDRESS)		
INSTRUCTIONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE		
<p>The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your "wages" as defined by Section 3401(a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.</p> <p>The terms "legal residence" and "domicile" are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers' and Sailors' Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new duty station.</p> <p>You should not confuse the State which is your "home of record" with your State of legal residence/domicile. Your "home of record" is used for fixing travel and transportation allowances. A "home of record" must be changed if it was erroneously or fraudulently recorded initially.</p> <p>Enlisted members may change their "home of record" at the time they sign a new enlistment contract. Officers may not change their "home of record" except to correct an error, or after a break in service. The State which is your "home of record" may be your State of legal residence/domicile only if it meets certain criteria.</p> <p>The formula for changing your State of legal residence/domicile is simply stated as follows: <u>physical presence in the new State with the simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile.</u> In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential property or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile of the change in your State of legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of legal residence/domicile. <u>Finally</u>, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.</p> <p>Generally, unless these steps have been taken, it is doubtful that your State of legal residence/domicile has changed. Failure to resolve any doubts as to your State of legal residence/domicile may adversely impact on certain legal privileges which depend upon legal residence/domicile including among others, eligibility for resident tuition rates at State universities, eligibility to vote or be a candidate for public office, and eligibility for various welfare benefits. If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG Representative) for advice prior to completing this form.</p>		
<p>I certify that, to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.</p> <p>I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.</p>		
SIGNATURE	CURRENT MAILING ADDRESS <i>(Include ZIP Code)</i>	DATE
MEMBER'S SIGNATURE	MEMBER'S MAILING ADDRESS	TODAY'S DATE

DD FORM 2058, FEB 77

USAPPC V1.00

FIGURE 15B

DATA REQUIRED BY THE PRIVACY ACT OF 1974

DISCLOSURE: Disclosure is voluntary. Failure to complete this form will result in withholding of State income taxes from your pay. Disclosure of SSN is voluntary. However, to avoid erroneous application of your withholding exemption to the account of another member, this exemption certificate will not be processed without your SSN.

TYPE OR PRINT NAME <i>(Last, First, Middle Initial)</i>		SOCIAL SECURITY NUMBER
DOE	JOHN	J 123-45-6789
MILITARY ADDRESS <i>(Street Address, City, State, ZIP Code)</i>		TAX YEAR
MEMBER' S MILITARY ADDRESS		STATE OF LEGAL RESIDENCE
ADDRESS OF PLACE OF ABODE OUTSIDE YOUR STATE OF LEGAL RESIDENCE <i>(Street Address, City, State, ZIP Code)</i>		
MEMBER'S ADDRESS IN THE STATE OF LEGAL RESIDENCE		
<p>I CERTIFY THAT I ANTICIPATE MEETING THE THREE CONDITIONS NECESSARY TO BE EXEMPT FROM WITHHOLDING FOR THE CALENDAR YEAR 19 _____. I ALSO DECLARE THAT I WILL IMMEDIATELY NOTIFY THE FINANCE OFFICER OF ANY CHANGES THAT AFFECT MY WITHHOLDING STATUS.</p>		
SIGNATURE OF APPLICANT		DATE (YYMMDD)
MEMBER'S SIGNATURE		030123
<p><i>This form is currently applicable to the States of New Jersey, New York, and Oregon - AND is not to be used to change State of legal residence.</i></p>		

Effective date of exemption election. Withholding of State income tax will stop the month after the month in which the certificate is filed. Retroactive adjustments will not be made.

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CHAPTER 16

IN & OUT PROCESSING

16-1 IN-PROCESSING

- a. **General.** Soldiers will be in-processed weekly Monday thru Thursday, report no later than 0845, building 219. The briefing will begin no later than 0900.
- b. **Responsibilities.** Accurate and timely processing of PCS in-processing transactions is very important. Soldier's first impression on the quality of unit PAC and Finance Office depends on how timely and accurately the soldier's pay is updated upon arrival at the new duty station. In order to accomplish smooth and error free transition on the soldier's pay status from old duty station to the new duty station, unit PACs must provide all the required PCS documents and information in the soldier's in-processing packet accurately and timely. The following is the list of items that you must include in in-processing packets.
 - (1) In-processing Summary Sheet (Required for all) - Must show a correct PACIDN, Input Source Code, BAH zip code and all the entitlements SM is authorized to receive at the new duty station such as SDAP for recruiters.
 - (2) PCS Travel Voucher (Required for all) - Travel itinerary should start with the sign-out date on the PCS leave form from the old duty station and end with the sign-in date at the new duty station.
 - (3) PCS Order including amendments (Required for all)
 - (4) PCS Leave Forms (Required for all) - Even if a PCS leave is not taken, a LV form is required to verify the official sign-out date from ODS and sign-in date at NDS.
 - (5) PCS Leave Form with TDY En-route (Required if SM was on TDY) - PCS leave form must show the date of sign-in at TDY station and sign-out date from the TDY station.
 - (6) BAH Recertification (SM with dependents only) - BAH recertification is required if BAH status has not changed. If BAH status has changed, BAH form must be submitted with proper supporting documents for BAH Start/Change/Stop actions.
 - (7) FSA forms (SM with dependents only) - FSA is not authorized for SM paying child support for a child who is in the custody of someone else.
 - (8) DA4187 for BAH (SM without dependents) - If a single soldier (E1 – E5)

is authorized to reside off-post, BAH form and DA4187 signed by CDR must be submitted.

- (9) DA4187 for BAS (SM without dependents, E1 – E6) - If a single soldier is authorized Separate Ration, a DA4187 signed by LTC or above is required to stop the soldier's meal deduction. An exception to this policy is granted for soldiers stationed in an Air Force base and all recruiters.
- (10) Unit Memo for BAS (SM with dependents, E1 – E6) – If a soldier is residing together with dependents, then submit a unit memo signed by PAC personnel. Same exception to policy applies.

16-2 OUT-PROCESSING

a. General. Permanently assigned soldiers may report to Finance to out-process Monday – Friday during business hours. Every soldier that is being reassigned on PCS must out- process with Finance prior to their departure. Note: Soldiers that desire a PCS Advance must submit the request per Chapter 6 of this handbook.

b. During Out-Processing Finance will do the following:

- (1) Depart the member from current location and put them into PCS status, if applicable.
- (2) Process final separation pay, when applicable.
- (3) Stop necessary entitlements.
- (4) Start necessary entitlements for PCS.
- (5) Answer any PCS/Separation questions.
- (6) Process requests for any advances such as PCS Travel and DLA.

c. Documents Needed.

- (1) PCS/Separation Orders.
- (2) Termination of Quarters.
- (3) DA-31
- (4) Other Documents as Required.

CHAPTER 17

TRAVEL

17-1 PCS TRAVEL VOUCHERS

- a. **General.** All soldiers are entitled to reimbursement during PCS travel (except no-cost moves). PCS travel will be settled during the in-processing brief.
- b. **Documents Required:**
 - (1) 2 copies of PCS orders, and amendments, if applicable.
 - (2) 2 copies of the DA Form 31 (original and a copy).
 - (3) One copy of any commercial transportation tickets (plane, train, etc.).
 - (4) All lodging receipts and any other receipt \$75.00 or more.
 - (5) Statements of non-availability of mess/quarters while TDY enroute.
 - (6) In/around documentation, if authorized in/around mileage while TDY.
 - (7) DD Form 1610 orders for TDY enroute.
 - (8) Completed DD Form 1351-2
- c. **Dependent PCS Travel.**
 - (1) To file a dependent travel voucher, dependents must have completed their move to the final destination. The same documentation, with the exception of 2, 5-7, as listed above is required to file travel settlement for dependents.
 - (2) If dependents arrive with the soldier, their travel will be completed with the soldier's travel voucher during in-processing.
 - (3) If dependents do not accompany the soldier, but will arrive at a later date, the dependent travel voucher should be completed and submitted to Finance once their move is completed.
- d. **DITY Move Settlement.** All soldiers requiring payment for a DITY Move must go to the local transportation office for assistance. Once the transportation office has received all the required documents for a DITY Move, they will forward the packet to DFAS- Travel.

e. Payment: For all PCS are verified by the Finance Office at In/Out Processing and upon completion faxed to DFAS-IN for payment. On an average, all settlements take 2 to 3 weeks to get processed.

17-2 TEMPORARY DUTY TRAVEL

- a. **General.** Soldiers are entitled to travel and transportation allowances only while in a “travel status”. Soldiers may also be authorized FSA-T, see Para. 4-3c. They’re in a travel status while performing travel away from their PDS on public business under competent travel orders, including necessary delays en route. Travel status begins when the soldier leaves the residence, unit, or other points of departure and ends when the soldier returns to the residence, unit, or other points of arrival at the conclusion of the TDY.
- b. Finance no longer handles actions relating to TDY advances or settlements except to assist with completing requests for advances/settlement vouchers and providing FAX information for submission of advances/settlements. Soldiers should be utilizing the Defense Travel System (DTS) for advances and settlements as required by their command. They should also request a Government Travel Charge Card (GOVCC). Ask your unit DTS Administrator for more information.
- c. Listed below you will find: a DD Form 1351-2 (**Figure 17A**), a traveler’s checklist (**Figure 17B**), and the FAX number to send your voucher for processing (**Figure 17C**).

TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___ The Travel Voucher (DD Form 1351-2 July 2002) must be prepared in ink, typewriter, or computer generated.
2. ___ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, SSN # on the travel voucher agree with the orders? If not, make administrative corrections and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___ The itinerary in block 15a must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
6. ___ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage is within and around the TDY site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved/authorized. In/around mileage must be claimed and the total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
7. ___ Block 17 must be completed indicating the duration of TDY period.
8. ___ Did you claim all of your authorized reimbursable expenses in block 18? Mission related items (e.g. batteries /film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
9. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental Car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO/Carlson) itinerary.
10. ___ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. (Military Members Only)
11. ___ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipts must show a zero balance.
12. ___ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original receipt or justification statement explaining why receipts are not attached?
13. ___ Is a conference or registration fee claimed? If so, did you state the number of meals provided at no cost block 19 of the DD 1351-2, If none, please state.
14. ___ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. ___ Military members: attach a copy of your DA 31 (leave form) if leave was taken in conjunction with the TDY.
17. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
18. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
19. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.

FIGURE 17B

TRAVEL CLAIMS

Army Active Component Advances: dfas.rome.jft.mbx.tdyadvance@mail.mil

Army Active Component VIP Claims: dfas.rome.jft.mbx.tdy-vip@mail.mil

Army Active Component Settlement Claims: dfas.rome.jft.mbx.army-travel@mail.mil

Military PCS Claims: dfas.rome.jft.mbx.milpcs@mail.mil

Military PCS Advance Claims: dfas.rome.jft.mbx.milpcsadvance@mail.mil

Contingency Advances: dfas.indianapolis-in.zte.mbx.in-cto-advances@mail.mil - Fax: (317) 275-0122

Contingency Settlement Claims: dfas.indianapolis-in.zte.mbx.contingency-travel@mail.mil - Fax: (317) 275-0332

Reserve Advances: dfas.indianapolis-in.zte.mbx.in-travel-advances@mail.mil - Fax: (317) 275-0336

Reserve Settlement Claims: dfas.indianapolis-in.zte.mbx.in-reserve-travel@mail.mil - Fax: (317) 275-0334

FIGURE 17C

CHAPTER 18

SPECIAL LEAVE ACCRUAL

Special Leave Accrual (SLA): The intent of Special Leave Accrual (SLA) is to provide relief to Soldiers who are not allowed leave when undergoing lengthy deployment or during periods of hostility.

1. Types of SLA

- a. Serving in HFP Area for 120 Consecutive Days: Soldiers who serve in a Hostile Fire Pay (HFP) area for a continuous period of 120-days or greater may accumulate and retain up to 120-days for four years beyond the fiscal year served in the hostile fire area. This SLA is automatically tracked by the pay system based on the soldier's HFP payment history and shown as CZ LEAVE BALANCE in the remarks section of the LES. At the end of each FY, the pay system automatically carries over SLA up to 120 days as long as the soldier's SLA balance stayed at or above the beginning balance.

- b. Serving In Direct Support of Contingency Operation Without Deployment for 120 Consecutive Days or More:

- 1) Soldiers whose assignments are "in direct support of a contingency operation" and not in HFP area for more than 120 consecutive days may be authorized to carry over leave in excess of 75-days but **not to exceed 90 days** until the end of second succeeding year.
- 2) Not all soldiers are qualified for this SLA. Soldiers must meet the following conditions:
 - a) SM is assigned to a duty position in direct support of contingency operation.
 - b) SM's leave requests were denied by the commander due to mission requirement.

2. Requesting SLA: Refer to Paragraph 3-3 and 3-4, AR 600-8-10. Figure 3-1 on page 8 shows a sample memo for requesting SLA.

- 1) The CG, AHRC is the approving authority. This authority may be delegated to MACOM level.
- 2) SLA requests must contain information in (1) through (11) listed in paragraph e, chapter 3-3, AR 600-8-10. If your request is not IAW this regulation, the request should be returned without action by the MACOM approving authority.
- 3) Approving authority cannot approve SLA until after the FY, when

it becomes known how many leave days are lost.

- 4) It is important to note that the maximum carry over leave balance under this SLA is 90 days, even with an approval from MACOM. Two examples are provided below:
 - a) A soldier with 88 days of leave balance on 30 Sep 10: This soldier would lose 13 days. If SLA is approved, he will get 13 days of lost leave back.
 - b) A soldier with 96 days of leave balance on 30 Sep 10: This soldier would lose 21 days, and if SLA is approved, he will get back only 15 days and not 21 days because of the maximum 90 day rule.
 - 5) SLA cannot be approved for leave lost due to normal duty requirements, illness/convalescent leave, etc.
3. Leave Taken in September or Before but Processed Late: If a soldier lost leave days because leaves taken before 30 September was not processed on time, the leave days will be charged against the lost leave days when it is processed as long as leave dates were in September or before. No action is required by units except that all leave forms should be submitted and processed timely.

CHAPTER 19

CIVILIAN CLOTHING ALLOWANCE

19-1 GENERAL

In addition to any other clothing allowance authorized, Service members (officer or enlisted) directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a Civilian Clothing Allowance. By law, an officer is authorized a Civilian Clothing Allowance only if his or her permanent duty station is outside the United States. During any period in which an enlisted member is on an assignment requiring the wear of civilian clothing, the applicable replacement allowance for uniform items continues to accrue.

19-2 TYPES OF CIVILIAN CLOTHING ALLOWANCE

a. Permanent Duty Civilian Clothing Allowances: The Permanent Duty Civilian Clothing Allowance has two parts, the Initial Civilian Clothing Allowance and the Replacement Civilian Clothing Allowance. The Initial Civilian Clothing Allowance is payable upon assignment to qualifying permanent duty when authorized by the Service concerned. When entitled, the Replacement Civilian Clothing Allowance is payable annually at the end of the service member's anniversary month using the applicable rate then in effect.

- (1) Initial Civilian Clothing Allowance: An Initial Civilian Clothing Allowance shall not be paid more frequently than once in any 3-year period nor shall it be paid if the member has been out of a qualifying assignment for less than 12 months. If the member receives a follow-on permanent assignment requiring the wear of civilian clothing within 3 years of receiving an Initial Civilian Clothing Allowance, or within 12 months of occupying a qualifying assignment, then he or she will receive the Replacement Civilian Clothing Allowance at the end of the original anniversary month.
- (2) Replacement Civilian Clothing Allowance: At the end of the anniversary month of the member commencing the qualifying assignment, a Replacement Civilian Clothing Allowance is payable if it is projected that he or she will serve at least 6 additional months in a qualifying assignment. The member becomes entitled upon authorization of the Service concerned. If it is projected that the member will remain in the assignment less than 6 months beyond the anniversary month, then no Replacement Civilian Clothing Allowance will be authorized. However, if the member then actually serves 6 or more months in the assignment past the anniversary month, then the replacement allowance will be paid.

b. Temporary Duty Civilian Clothing Allowances: Generally, the Temporary Duty Civilian Clothing Allowance is for use when the Permanent Duty

Civilian Clothing Allowance is not applicable. The Temporary Duty Civilian Clothing Allowance has two maximum rates, one for temporary duty of at least 15 days within any 30-day period and one for temporary duty of at least 30 days within any 36-month period. The total amount of all Temporary Duty Civilian Clothing Allowances payable in any 36-month period will not exceed the maximum allowed for temporary duty of at least 30 days.

- (1) Temporary Duty of at Least 15 Days: When competent authority determines the member will be on temporary duty at least 15 consecutive or accumulative days within a 30-day period. The 15-day threshold requirement does not apply to Explosive Ordnance Disposal and Explosive Detector Dog Personnel on United States Secret Service Support Duty, Defense Courier Service couriers, or Defense Threat Reduction Agency military personnel. These personnel may be authorized up to the maximum payment for temporary duty of at least 30 days, upon their initial temporary duty assignment, regardless of the length of their temporary duty.
- (2) Temporary Duty of at Least 30 Days: When competent authority determines that a member will be on temporary duty at least 30 consecutive or accumulative days within a 36-month period, the maximum amount payable less any amount paid within the past 36-month period.
- (3) Additional Temporary Duty Payments: In exceptional circumstances, the appropriate official, or the designated official, may make an exception to the maximum allowance permitted in a 36-month period and may authorize an additional payment of a 15-day or 30-day allowance or some lesser amount. This authority may not be delegated below the level of an Assistant Secretary in the Army.

19-3 PAYMENT OF CIVILIAN CLOTHING ALLOWANCE

- a. Lump Sum Payments:** A Service may be given authority to pay the Initial Civilian Clothing Allowance and up to two Replacement Civilian Clothing Allowance payments in an up-front lump sum to members when it is projected that they will continue to meet the eligibility criteria for a Civilian Clothing Allowance on a career basis. Such a lump-sum payment may be made only one time in a member's career and that is when the member first becomes eligible for the allowance. On the first or second anniversaries after a lump-sum initial payment; if it is determined the member actually will not be remaining in a qualifying position for at least the next 6 months, the annual unearned portion for the year(s) not served will be recouped from the member. At the end of the anniversary months for the third and subsequent years of eligibility, the member will be paid the Replacement Civilian Clothing Allowance.
- b. Prior Civilian Clothing Payments:** A member assigned to duty for which a Permanent Duty Civilian Clothing Allowance is authorized will have that allowance reduced by the prevailing value of any Temporary Duty Civilian Clothing Allowance received within the preceding 12 months.

c. Payment Procedures:

- (1) SM's unit submits a Request Memo to the soldier unit's MACOM with all the required information IAW AR 700-84, Para 8-5, b.
- (2) MACOM approves it on a separate approval memo with the statement "CCA for SFC John Doe is approved".
- (3) MACOM sends the approval and request memos to the Finance office for payment processing.

d. Amounts Payable:

CIVILIAN CLOTHING ALLOWANCES FOR OFFICERS AND ENLISTED MEMBERS EFFECTIVE October 1, 2016	
When an officer or enlisted member is entitled to a Civilian Clothing Allowance for:	then the amount of payment is (notes 1 and 2):
1. Permanent duty initial payment	\$1041.12
2. Permanent duty annual replacement payment	\$347.04
3. Temporary duty of at least 15 days in a 30-day period (note 3)	\$347.04
4. Temporary duty of at least 30 days in a 36-month period	\$694.08

NOTES:

1. By law, an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States.
2. Unless exception is given, the maximum amount payable for all temporary duty performed in any 36-month period will not exceed the maximum prescribed for duty of at least 30 days.
3. The 15-day qualification requirement does not apply to explosive Ordnance Disposal and Explosive Detector Dog personnel on United States Secret Service support duty, Defense Courier Service couriers, or Defense Threat Reduction Agency military personnel. These personnel may be authorized up to the maximum Temporary Duty Civilian Clothing Allowance for 30 days upon their initial temporary duty travel requirement.

CHAPTER 20

RESERVE PAY PROCESSING

20-1 IN-PROCESSING

a. General. Finance will conduct in-processing briefings for all reservists. Any Reserve Component (RC) soldier attending Active Duty for Training (ADT) 30 days or over will be in-processed at that time. The Finance Office will review the Soldier's orders and determine if any additional transactions are needed to complete, or update the Soldier's pay for their current tour.

b. Finance will do the following:

- (1) Travel Settlement Submissions.
- (2) Process Leave Forms.
 - a. Regular Leave will be charged accordingly.
 - b. In special cases, there may be some instances of non-chargeable leave.
- (3) Process all entitlements authorized for the soldier.
- (4) Stop all entitlements that are no longer authorized.
- (5) Fix any previous pay issues that have not been corrected.
- (6) Offer answers to Finance related questions.

c. Documents Needed.

- (1) All Orders and any amendments.
- (2) ORIGINAL DA-31 (Leave Document).
- (3) DD Form 1351-2 (Travel Voucher) with all supporting documents.
- (4) DA 4187- Request to stop meal deductions and to start separate rations.
- (5) Other documents as directed such as: Marriage Certificate, Birth
- (6) Certificate, Lease Agreement or Divorce Decree.

20-2 OUT-PROCESSING

a. General. Any Reserve Component (RC) soldier attending ADT for 30 days or over and is not out-processing through another base will require installation clearing papers, and must begin with Military Personnel Division (MPD) prior to finance. For all reservists who are coming off tour and who will receive a DD-214, they must go to MPD to be provided with a packet, which will include a worksheet for a DD-214. This is required to out-process finance. RC soldiers assigned to them as IMA or performing ADT for 29 days or less will submit their documents to their home unit.

During Out-Processing Finance will:

- (1) Submit input for tour stop or separation.
- (2) Process any terminal leave
- (3) Process any clothing allowance (if applicable)
- (4) Process leave payments (if applicable)

a. Documents Needed.

- (1) REFRAD, separation, or self-terminating Orders
- (2) **ORIGINAL** DA-31 (terminal leave)
- (3) DD 214 worksheet (from MPD)
- (4) Leave verification memorandum (created by company S-1)
- (5) Certificate of Performance (students only)
- (6) Coversheet from MPD (to specify number of leave days to sell)
- (7) Service Computation Sheet (*for disability/retiree packets only*)
- (8) DD 2656 (*for disability/retiree packets only*)

20-3 PAY CHANGES

a. General. All RC pay change documents will be submitted to Finance separate from AC documents via UTL as follows:

- (1) The UTL will contain the unit's Input Source Code (ISC) and the date in the upper right corner.
- (2) Along with the UTL, the Supervisor will include the excel spreadsheet or other document which lists all documents being submitted on that UTL. (See Figure 2B)
- (3) The unit commander or his/her designated representative will sign the UTL.
- (4) **Supervisors will ensure that all pay related documents initiated in the PAC are forwarded to the Finance Office within 24 hours of the effective date of the action.**
- (5) SDAP changes cannot be processed by the Ft. Belvoir DMPO. Please scan any SDAP termination/start to the following contact:
 - a. National Guard: ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL
 - b. Reservists: USARCPayInquiry@USAR.ARMY.MIL
- (6) Any soldiers who are on orders that stated 'PCS' or 'Movement of dependents and house hold goods are authorized' will be authorized the Duty Location BAH Rate. Any soldiers, who can prove they maintain a household and do not have the above in their orders, will be paid BAH at their HOME OF RECORD, as stated on their orders.

CHAPTER 21

SEPARATION INFORMATION

21-1 GENERAL

- a. Your final payment will be calculated by this office. It will be paid to you **NLT ten (10) business days after your date of separation.** All pay entitlements, allowances, and accrued leave being sold are included in the final pay. Retirees and soldiers receiving Disability Severance pay will receive 100% pay. All other soldiers separating will receive 80% of the final pay. The remaining 20% will be paid within 30 days after the final audit of your Master Military Pay Account has been completed by DFAS Separations and the Separating Finance Office.

****Note:** The soldier's last LES will state NO PAY DUE with a "Status Det" **(PLEASE DISREGARD THIS LES SINCE THE SEPARATING FINANCE OFFICE WILL BE MAKING FINAL PAYMENT).**

- b. **Please notify the Military Pay Office (MPO) immediately should your date of separation change.** You will need to provide a copy of your new separation orders as well as orders rescinding the previous separation orders.

****Note:** Do not expect the PSST/MILPO to furnish the MPO with amendments, rescinded or new orders on your behalf. It is the soldiers' responsibility to ensure that the MPO receives all documentation relevant to changes in their pay status.

21-2 RELEVANT INFORMATION

- a. **EFT:** Your Final pay check will be sent to the bank currently reported on your Military Pay Account. **RETIREEES only:** Please allow 2 Retirement pay periods to pass before changing bank information. **ALL others:** Please **DO NOT** close your current bank account for up to 12 months prior to receiving your final pay to ensure there is no delay in receiving your pay. **ALWAYS** check your bank before writing checks to ensure your funds have been deposited.

b. **CHANGE OF DATE OF SEPARATION:**

Please notify the Military Pay Office (MPO) immediately should your date of separation change. You will need to provide a copy of your new separation orders as well as orders rescinding the previous separation orders.

****Note:** Do not expect the PSST/MILPO to furnish the MPO with amendments, rescinded or new orders on your behalf. It is the soldiers'

responsibility to ensure that the MPO receives all documentation relevant to changes in their pay status.

c. DEBTS

Finance will take the appropriate action to accelerate all debts (to include bonus recoupment) to ensure collection before date of separation. Be advised that allotments may be administratively terminated by finance to facilitate the liquidation of debt(s) before separation. You do have the option to pay your debt(s) on cash collection voucher.

d. ALLOTMENTS

- (1) Retirees only:** Allotments are carried over to retired pay. Since stop actions cannot be input until the next processing month, you must input the stop allotment the month prior to separation.
- (2) All other separations:** Allotments will stop the month prior to date of separation depending on the date the separation transaction updated the pay account.

e. LEAVE INFORMATION:

- (1) Permissive TDY:** If you are retiring or separating under an involuntary separation, Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) you are authorized up to 20 days PTDY and can take it in increments or continuous **as long as your organization authorizes it.**
- (2) Accrued Leave:** IAW the DODFMR, only **60** days can be cashed in during your entire military career.
- (3) Special Note:** *Please be careful when calculating your leave. Un-posted leave may cause debts. Do not round up half days. Please ensure all leave has been posted prior to starting your PTDY and/or Transition leave. **(Every six Days you accrue ½ days).**
- (4) Leave carried forward prior to 10 Feb 76 will be authorized Base pay, BAQ, and BAS for those days only.**
- (5) If you are requesting another duty station to separate from other than what you are authorized, please be advised that the leave taken to travel to the requested station can be charged as ordinary leave. It does not have travel days to be authorized like PCS leave.**

f. **TAXES ON LEAVE:** Lump sum Federal Tax is 25%. Each State has a different percentage on lump sum payments.

g. **BAQ & VHA:**

(1) All soldiers must recertify their BAH using DA Form 5960 prior to separating. Soldiers residing in quarters off the installation will continue to receive BAH at the current rate. Soldier's receiving a form of BAH (rebate) while living in the barracks, BEQ or BOQ will have BAH increase to BAH without dependent during transition leave.

(2) Soldiers residing in privatized housing will have their allotment terminated by the property management office.

h. **LES'S/W2'S:**

Your final Leave and Earnings Statement and your W2 will be mailed to the address that is provided on your DD214. The final LES with your correct payment information will be generated 45-60 days after Date of Separation. **Please make sure that the address is a correct contact address. MyPay can be utilized at <https://www.dfas.mil> or www.mypay.gov**

i. **MYPAY:**

(1) **Retirees** will still access MyPay at <https://www.dfas.mil> or <https://mypay.dfas.mil/mypay.aspx> . Any changes to your account after retirement will be done at DFAS Cleveland 1-800-321-1080 or <http://www.dfas.mil/retiredmilitary.html>.

(2) **All other separations** will have "read only" access for 12 months after date of separation. The PIN will not change.

j. **THRIFT SAVINGS PROGRAM (TSP):**

Contributions terminate one-month prior to date of separation. This may cause some a disadvantage by missing the ability to make a final contribution. If there is a desire to make the final contribution to TSP, notify the separation clerk. **For changes made after separation, Form TSP-U-9 (Address Change for Separated Participant) must be completed and mailed/faxed directly to TSP, as noted on the information and instruction sheet. The form is available at www.tsp.gov or 1-877-968-3778.**

21-3 SEPARATION TRAVEL PAY

a. REQUESTING AN ADVANCE OF YOUR TRAVEL ENTITLEMENTS:

- (1) **Retirees only:** When requesting Separation Travel Advance, you will be required to submit the appropriate documentation (i.e. 2 copies of orders, 1 copy of DA 31) **fifteen days prior to departure.** Documentation should be submitted to unit, which will be forward to the DMPO travel Section via transmittal letter. **Chapters and all others can be approved under special circumstances.**
- (2) Currently, only 80% of your mileage will be advanced. The additional 20% and per diem will be paid upon completion of travel. The minimum travel advance payment is \$50.00

b. SUBMISSION OF FINAL TRAVEL VOUCHER:

- (1) Retirees have up to **one (1) year** to claim their travel and Soldiers separating have **six (6) months** from the date of separation to submit their final travel voucher. Upon completion of your travel, submit your completed travel voucher to the following address for processing (This applies whether or not an advance was received):

Retirees Submit to:
DFAS-ROME
ATTN: TRAVEL
325 BROOKE ROAD
ROME, NY 13441
Phone #: 1-800-321-1080
Fax #: 1-800-469-6559

E-mail: dfas.rome.jft.mbx.army-travel@mail.mil

c. TRAVEL ALLOWANCE:

- (1) **Official Distance:** The official table of distance, not the odometer, is used to compute the mileage from the last duty station to your authorized point of separation.
- (2) **Authorized Travel Time:** Computed by dividing the official distance by 350 miles per day. Fractional remainders greater than 0.15 adds another day of authorized travel time.

d. POV MILEAGE:

- (1) Single soldier or all traveling in one vehicle = **.19**

(2) Married soldier traveling with two vehicles = **.19** per POV

**** Note: MAXIMUM AMOUNT TWO POV'S**

(If a soldier has more than two POVs, authorization must be stated in orders.)

e. **PERDIEM RATES:**

(1) **Soldier** = \$140.00 per day

(2) **Spouse** = \$105 per day

(3) **Family Members 12 & over** = \$105 per day

(4) **Family Member 11 & under** = \$70.00 per day

****Note: ALSO, applicable to drivers of POVs moving on different days/routes**

f. **TRAVEL ALLOWANCES NOT PAYABLE ON FINAL MOVE:**

(1) **Dislocation Allowance** (DLA is not payable on final move.)

(2) **Temporary Lodging Expense** (TLE is not payable on final move.)

g. **POINTS OF CONTACT FOR SEPARATION:**

Ft. Belvoir:

SGT Whitney Miller 703-805-3855.

Ft. Myer/Pentagon:

Mr. Jesse Bellamy 703-696-3021.

DD Form 1351-2 Travel Voucher CHECKLIST

Expiration Term of Service (ETS) for Separating or Retiring Service Members

Online help - Use SmartVoucher to complete your DD Form 1351-2

Use SmartVoucher, www.dfas.mil/militarymembers/travelpay/smartvoucher.html, to make filling in your DD Form 1351-2 easier.

Sending in vouchers that are legible, correct and include all the necessary information and documents is the first step in getting your travel claim paid promptly.

After you've sent your voucher, check the status! www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html

Use this QR code to check out our website at www.dfas.mil/militarymembers/travelpay/armypcs.html for details about how to complete and submit your travel voucher. Follow us on Facebook and YouTube for travel pay tips.



Documents to include when claiming entitlements:

ORDERS: Make sure you have a complete set of orders and all amendments attached to your travel claim. Send in both the front and back pages of your orders. Include the final page of your orders, it may contain just the official seal. **** OFFICIAL ****

Only one set of the DD Form 1351-2, your orders and receipts are required. You are encouraged to attach this checklist also.

Note: It is your responsibility to keep a copy of your voucher, orders and receipts that make up your travel claim package.

RECEIPTS: A valid receipt must show the following:

- | | |
|-----------------------------------|--|
| 1) company name | 4) taxes (shown as a separate item on receipt) |
| 2) date item/service was provided | 5) proof of payment (marked "paid" or "amount due \$0.00") |
| 3) cost of item/service | |

DD Form 1351-2 (v. May 2011) - Use an ink pen, typewriter, or computer/printer to complete your form.

- | | |
|---|--|
| <input type="checkbox"/> Block 1 You must mark Electronic Funds Transfer (EFT). Make sure your bank account information is updated in <i>myPay</i> . Do not close this bank account until your do-it-yourself (DITY), travel payment is received.
Note: Updating your direct deposit information for your regular pay does not automatically update your travel direct deposit, make sure you also update your "travel EFT" bank account information. | <input type="checkbox"/> Block 15 Itinerary must be legible and in chronological order with travel dates, locations, modes of travel, and reason for stops. Look at second page of DD Form 1351-2 for correct mode/stop codes. |
| <input type="checkbox"/> Blocks 2 - 4 Make sure your personal information is correct and legible. | <input type="checkbox"/> Block 15a Fill in the exact date you departed and arrived at each location. Place the year at the top of 15a under the word DATE. Fill in the month/date (MM/DD) in the column below. |
| <input type="checkbox"/> Block 5 Select "Other" for type of payment with your ETS/Retirement travel claim. | <input type="checkbox"/> Block 15b Write the locations, one entry per box, indicating the Fort, State or City, State.
Note: Filling in "home" does not work. Write the "city/state". |
| <input type="checkbox"/> Block 6 and 7 Make sure your mailing address, email address and phone number are correct and legible. Voucher status email notifications are sent to this email address. | <input type="checkbox"/> Block 15c and d Use the codes on the second page of the 1351-2 to fill in your "means/mode of travel" and "reason for stop". Your last entry in column "d" will be "MC" for mission complete. |
| <input type="checkbox"/> Block 8 Your travel order number must match the number on your orders. Attach copies of travel orders to your voucher including any amendments. The final page containing the "OFFICIAL" seal is required.
Note: If applicable, front and back page of the the orders are required. | <input type="checkbox"/> Block 15f If POC miles are being claimed, you must select block 16 "Own/Operate". |
| <input type="checkbox"/> Block 9 List the amount of any advance and/or partial payments you received. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here. | <input type="checkbox"/> Block 16 Select the appropriate block, "own/operate" or "passenger". Enter the number of vehicles driven in the space to the right of the word. |
| <input type="checkbox"/> Block 12 Must be completed, select if dependent(s) traveled with you, accompanied or unaccompanied. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel. | <input type="checkbox"/> Block 18 Claim all reimbursable expenses of \$75 or more and you must have a paid receipt. This includes itemized lodging. If you are missing a receipt, fill out a Statement in Lieu of a Receipt form. |
| <input type="checkbox"/> Block 13 If dependent travel is claimed, show their address at the time orders were received. | <input type="checkbox"/> Block 20a, b You must sign and date the form. Your voucher will not be processed if your signature/date are missing. Make sure the date is after the mission complete date in block 15a. |
| <input type="checkbox"/> Block 14 Have your household goods been shipped? Select "yes" or "no". | <input type="checkbox"/> Block 20c-f A reviewer's signature is not required for your ETS (separating or retiring) travel claim. |



Dec 2014, Travel Operations Rome

Figure 21A

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